Boston Atheneum.

Hr Nerveronation Nerveronation Nerveronation C. A. Cotter, AB Horning

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HOW TO GET BOOKS.

with an

EXPLANATION

of the

NEW WAY OF MARKING BOOKS

- by -

C. A. CUTTER, A.B. (MARV.)

Librarian.

BUSTON:

PRESS OF ROCKWELL AND CHURCHILL,

No. 39 Arch Street.

1882.

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HOW TO GE' HOORS.

Α.	When	a particular book is wanted.	Page	拍	
	1.	-hrough the attendants	. 1	ž	
		A. Delivery Room.			
		New books.			
		Old books.			
		Old syste, of numbering.			
		(Mark: in remeil.)			
		New :ystem of numbering.			
		(Marks in red ink.)			
		E. Library.			
	2.	To get books one's self	•	1	
		A. Delivery Room.			
		Ne v books.			
		Old books.			
		E. Library.			
		Old system. (Pencil.)			
		New system. (Red ink.)			
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		THE SYSTEM OF MARKING POOKS.			
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Reasons for making the change 6					
Classes. (How marked. List of then. How subdivided					

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A Comment

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NEW SYSTEM! OF MARKING BOOKS.	P	age				
geographically. The s muetry of the sy tem.)		6				
Sizes. (pour sizes distinguished. How arranged.)		20				
Authors. (Arranged alphabetical ly. How kept in						
order.)		21				
Titles. (Works IV the soll author arranged						
.lph.botically.)	•	.5				
ditions and obplicate copies. (Now distinguis of	.)	27				
Local index. (Why classes are not arranged in						
their numerical and alphabetical order. Now						
the rooms of he bailding are numbered.) .		28				
Shelf-guides	•	31				
parallel libraries	•	32				
Explanation of the work done. (Liorraphy, History,						
Geography and Travels, Biterature, Book arts,						
Literary history.)	•	33				
Cautions. (The system only partially mmemonic.						
All about a subject selecm to be fourd in one						
place. The Catalogue the only sure guide .o						
the place of a brok. The object of arrangemen	τ					
by subjects.)	•	52				
Origin of the various parts of the plan		59				

. 11-2

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HOW TO GET BOOKS.

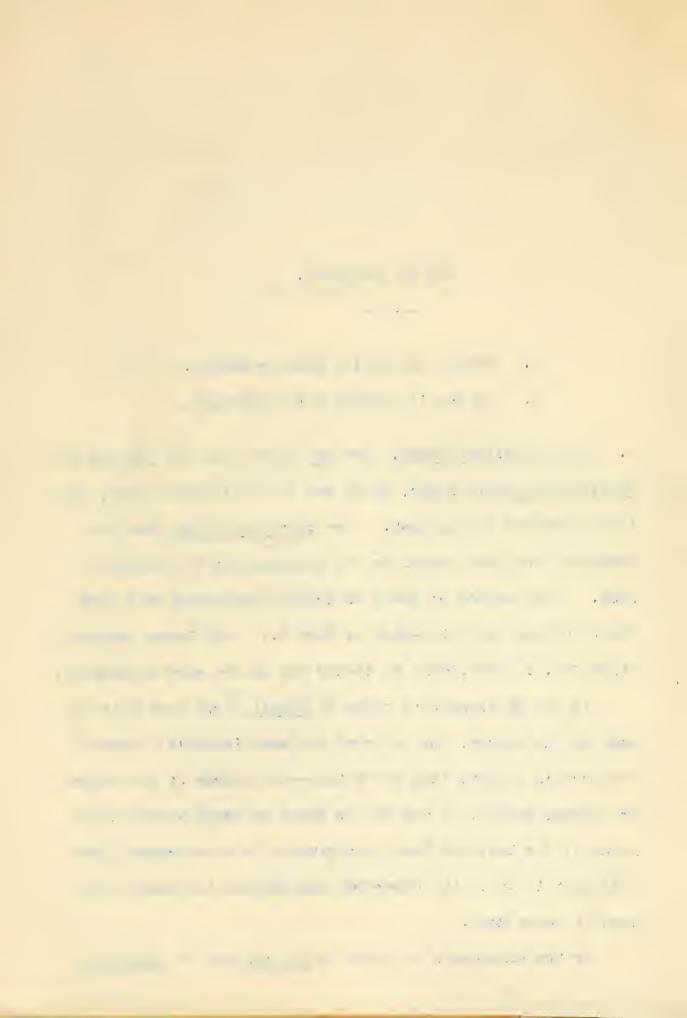
- A. When a particular book is wanted.
- 1. To get it through the attendants.

E

A. In the Delivery Room. For new books, and for Fiction and English and French Drama, which are in the Delivery Room, ask the attendants at the desk. For other old books find the record of the book wanted in the catalogue at the Delivery Desk. (The method of entry is briefly explained on a leaf which follows the title-page of Part 1.) All books received since Jan. 1, 1872, must be looked for on the eard supplement.

If the shelf-mark is given in pencil, copy that with the name of the author, the title of the book (briefly), and--if the work is in more than one volume--the number of the volume or volumes wanted, on one of the slips of paper which may be found at the Delivery Desk, and give it to an attendant, who will sent it up in the order-box and deliver the book to you when it comes down.

If the class-mark is given in red ink copy it exactly,



2

BOSTON ATHENAEUM. HOW TO GET BOOKS.

adding the number of the volume wanted, but nothing more, and give the slip to the attendant.

B. In the main Library, on the second floor, the same course should be pursued. Any of the attendants will get books. Two copies of the printed catalogue with shelf-marks stand on a table near the Arch. All books received since Jan. 1, 1872, must be looked for on the card supplement.

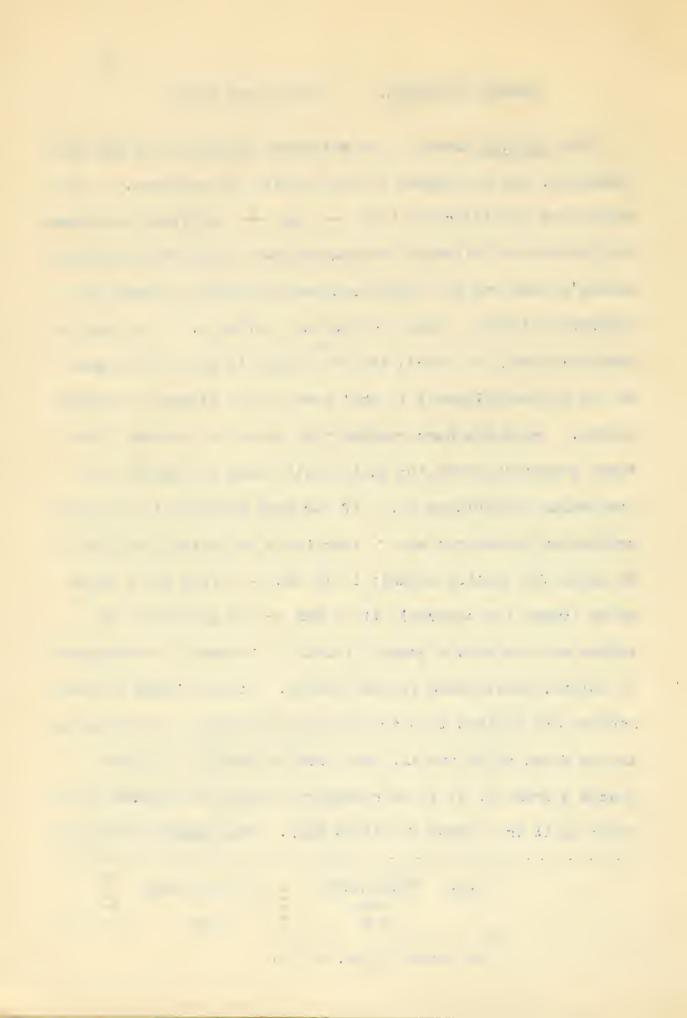
2. To get it one's self.

- tables are roughly classified by subjects. Of the old books English Fiction is on the floor, alphabetically arranged by authors; all other Fiction and English and French Drama are in the 1st gallery; also the Revue des Deux Mondes; in the 2d gallery are the most used English periodicals, arranged alphabetically.
- B. In other parts of the Library the pencil marks in the catalogue belong to the old system of marking and indicate the alcove and shelf, e.g., A.18 means alcove A, shelf 16. In this system the books are not marked to their exact place on the shelf, so that after finding shelf A.16 it will be necessary to hunt through the books on it to find the particular one wanted.

The red ink marks in the catalogue belong to the new arrangement, and correspond to the division by subjects. The characters preceding the or - or + indicate the class. The characters following those marks are a substitute for the author's name and the title, and serve to keep the book in alphabetical order under the subject division. To find it. ascertain from the "Local index" (which is kept on the case of the card-supplement) in what part of the library the class stands. when you have reached that place the colored guide cards projecting from the shelves will show you where your particular subdivision is. If the mark separating the class and author characters was . look for a red guide (which vill be among the smaller books); if it was - look for a green guide (among the octavos); if it was + the guide will be yellow and the book a quarto; finally, the mark / corresponds to folios, whose guide is also yellow. As the books in each section are divided into four classes according to their size, and as these signs are all that show in which of the four places a book is, it is as necessary to copy or remember them right as it is to know the class mark. Any mistake will pe il

E/g. Class mark. S Author mark. S Author Mark. S Author Mark.

For description, see p.



BOSTON ATHENAEUM. HOW TO GET BOOKS.

the finding of the book. It is of no use to look for a -book among the volumes. When possible the large books are
put immediately under the smaller books of he same subjectdivision. The shelves will not always allow this, and the
folios or quartos of a class may be sometimes found a little
before or a little after he other books of the class, but
never far off.

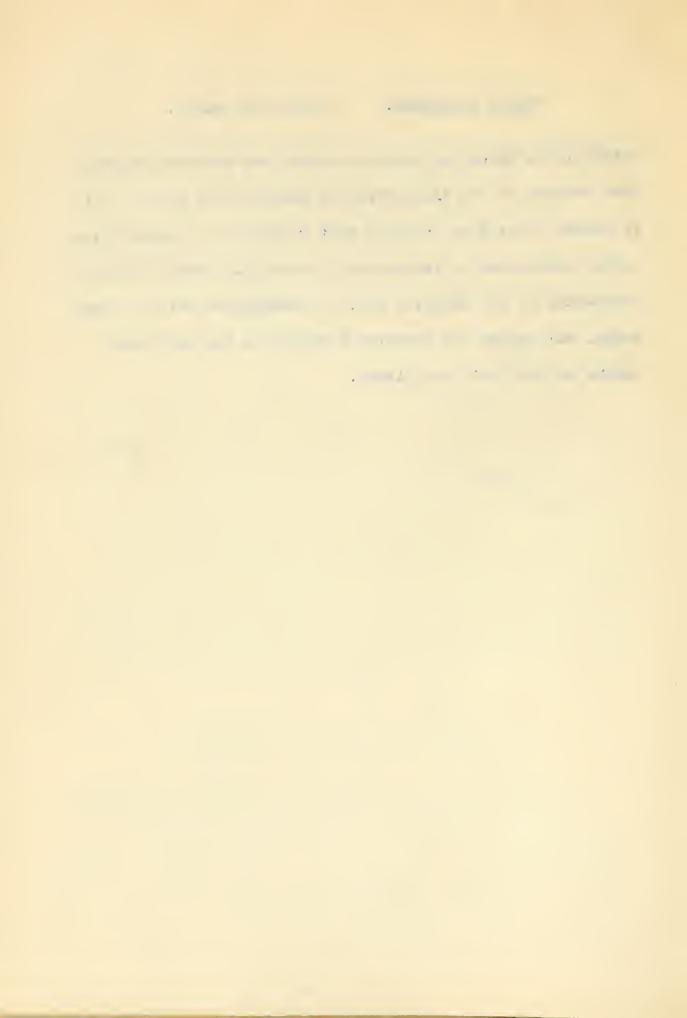
When the proper section is reached, the book wanted will be found in that part of the section in which its author's name falls alphabetically, Abbot, for instance, at the beginning, Mason in the middle, Weston near the end. The characters after the size-mark show its exact position; Hume's England, for instance, besides the class mark 8E has the author mark H88, and would come after a history by Hubbard, whose author-mark is H86. (For more details, see IT. 21-28.)

B. TO FIND THE BOOKS ON ANY SUBJECT.

The sole object of the subject-arrangement of books on the shelf is to enable inquirers to find readily what the Library contains on a given topic. To save them the trouble of hunting through a needlessly large number of books the subdivision is made as minute as circumstances will allow. Any

BOSTON ATHENALUM. HOW TO GET BOOKS.

what section of the classification contains the matter he is in search of will be in large part removed by an alphabetical subject-index now in preparation, which will show at once the class-mark of any subject, and, in combination with the Local index, will guide the inquirer directly to the spot where books on his topic are placed.



BOSTOL ATHENAUM. NEW SYSTEM OF MARKING BOOKS.

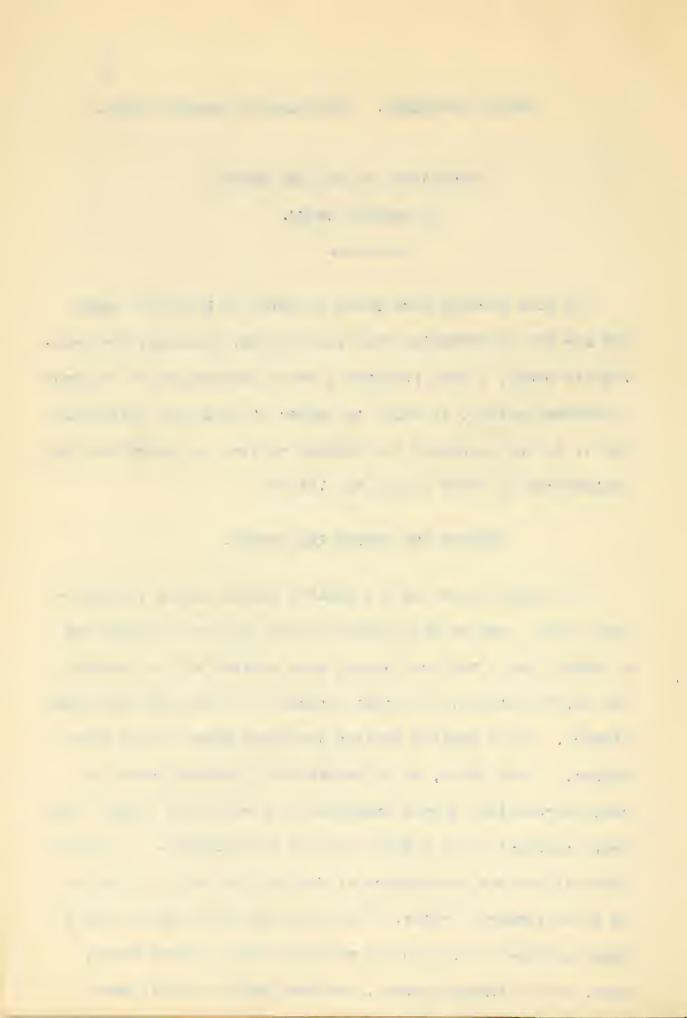
OF MARKING BOOKS.

not tall not feel not not not tall that

As some persons have shown a desire to know more about the new way of numbering than was strictly necessary for getting the books, I have prepared a brief explanation of the most prominent points, in order to answer at once many questions; but it is not necessary to remember or even to understand this explanation in order to use the library.

REASONS FOR MAKING THE CHANGE.

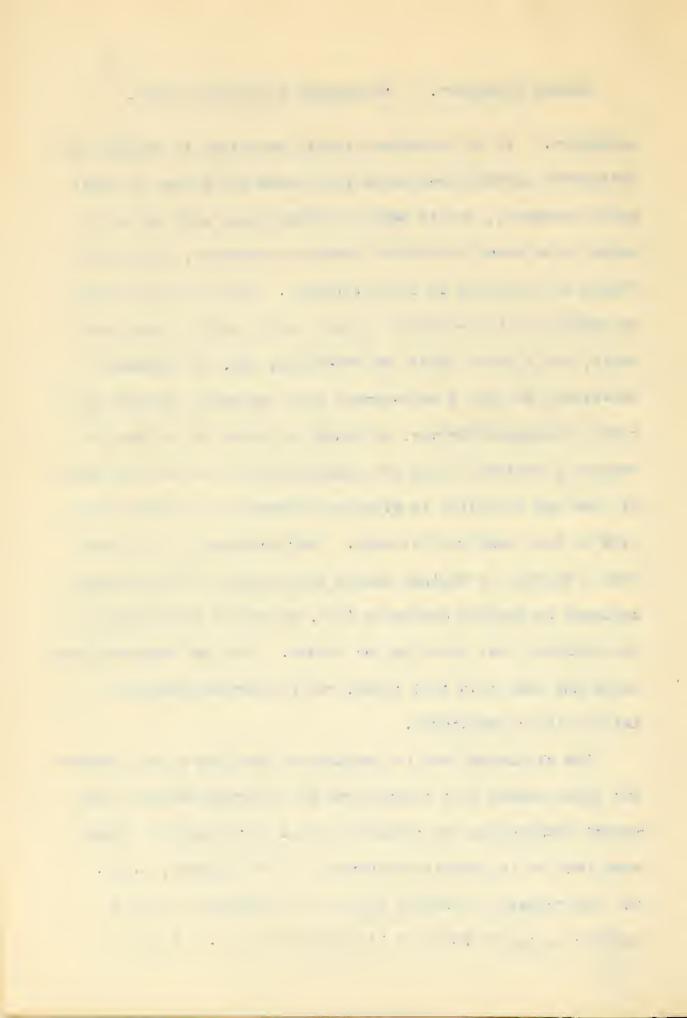
The greater part of the shelves having become inconveniently full, some of them bearing double and some triple rows of books, and a new room having been shelved with a capacity for 50,000 volumes, it became necessary to rearrange the whole library. That implies putting new place marks on the catalogues, a ork which, as it requires the greatest care to avoid errors (for a book mismarked is practically a book lost), would certainly take a long time and be expensive. And yet there is not the consolation of feeling that what is done is to be of permanent value. Our past experience shows that it would all have to be done over again within a dozen years, when, with a larger library, the task would be still more



BOSTON ATHENAEUM. HEW SYSTEM OF MARKING BOOKS.

expensive. It is therefore plainly expedient to abandon the antiquated system which makes this decennial change of shelf marks necessary, and to adopt a method which will allow the books to be moved hereafter, whenever necessary, without any change of the marks on the catalogues. This can be effected by making the book-numbers indicate not a given alcove and shelf, but a given class and sub-class, and, if necessary, sub-class; so that a book-number once correctly assigned vill remain unchanged forever, although the place of the book be changed a hundred times; and, consequently, the cost and loss of time and liability to mistakes inherent in the other plan, will be done away with at once. For instance, it is plain that a History of England should always have the class-number assigned to English histories (SE), no matter in what part of the building that class may be placed. And any number of new works may come into that class, yet its subject-number or letter will be unaltered.

The old method may be compared to the line in the directory which states that a man lives at 129 Grace Street; the
method proposed may be compared to the army register, which
says that he is captain of Company C, 5th Regiment, N.V.N.
Let the regiment be marked all over the country, yet the
soldier is easily found by his position in it. If the



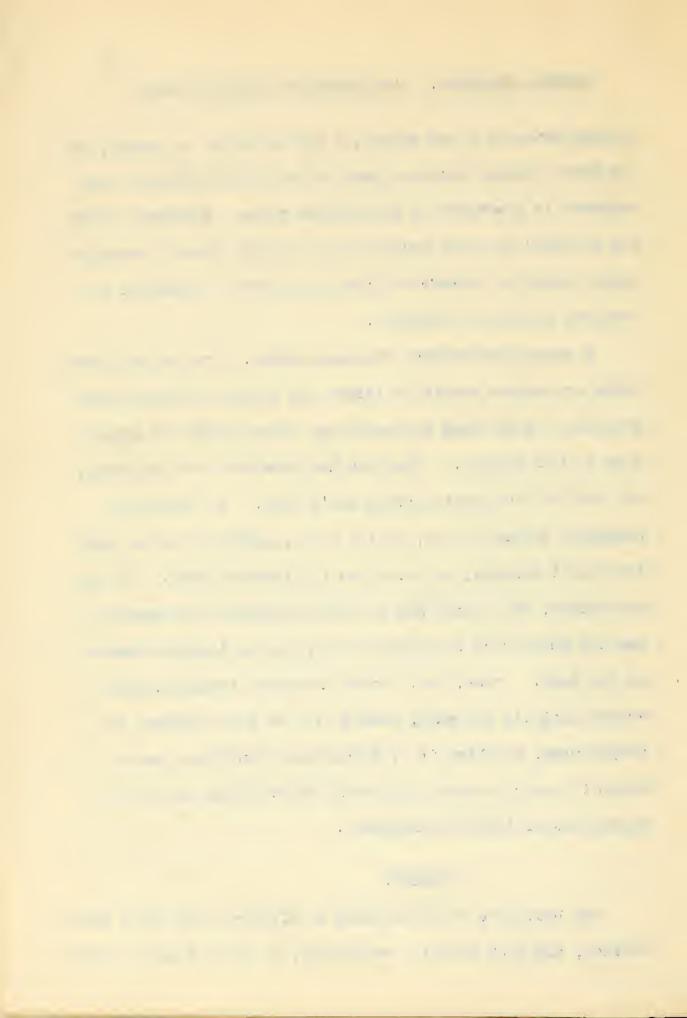
BOSTON ATHENABUM. NEW SYSTEM OF MARKING BOOKS.

citizen moves to a new street, a new directory is needed, but the army register does not have to be altered whenever the regiment is quartered in a different town. Similarly, books may be found by their position in a certain class, though the class itself be transferred from one alcove to another, or from one building to another.

A second improvement was much needed. In the old system books are marked merely to alcove and shelf, an insufficient practice, to be found in hardly any other library of importance in the country. When one had reached the right shelf, one was far from having found one shook. It was still necessary to hunt it up, by its title, among the often badly lettered is volumes, on the often ill-lighted shelf. In the new system, every book has a definite place in its section, and the mark which determines that place is legibly stamped on the back. Thus, as in other American libraries, every volume has its own mark, shared with no other volume, its proper name, by which it is absolutely identified, and by which it can be quickly and safely described in any of the operations of library management.

CLASSES.

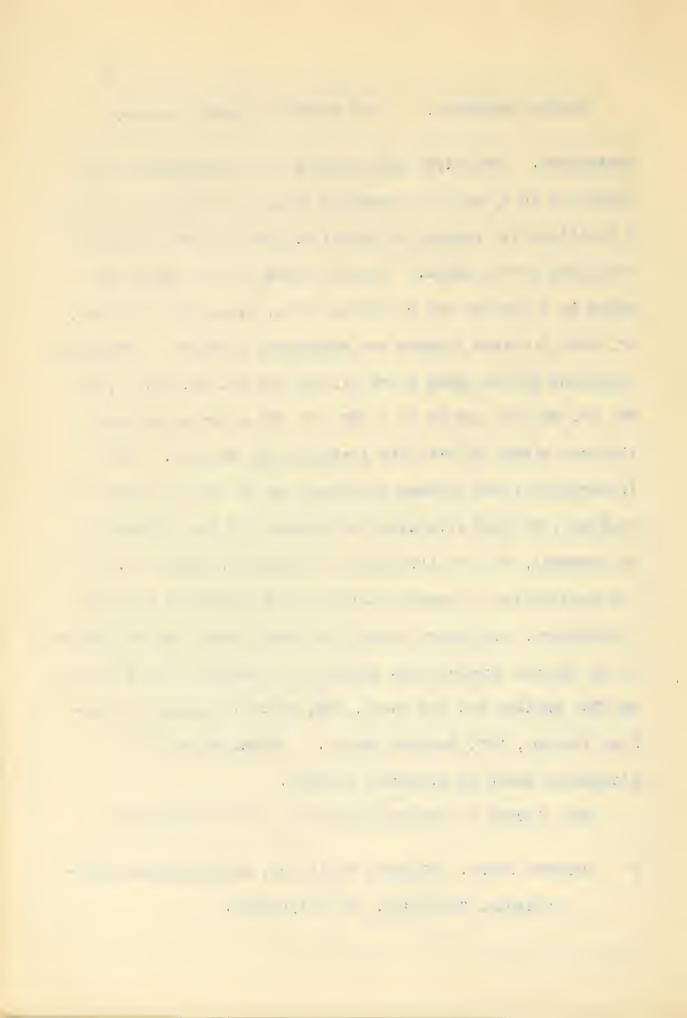
The books are to be arranged in classes; each class being divided, and each division subdivided, as much as may be found



The first nine classes are designated by the convenient. figures 1 to 9, and the remaining classes by the letters A o Z (omitting 0), stamped in gold-leaf upon the lower part of the backs of the books. The divisions of each class are noted in a similar way by adding to the class mark a figure, or, when the nine figures are exhausted, a letter. Thus the divisions of the class 9 are 91, 92, 93, 94, 97, 90, 99, 9A, \$B, \$C, and so on to 9X, 9Y, 9Z; after which comes the next class, A, with its divisions Al, A2, etc. So V (Literature), has various divisions, as VE (he literature of England), VF (the literature of France), VG (the literature of Germany), VH (the literature of Holland), and so on. If the subdivision is carried farther in the division English literature, the general works (VE) come first, and are followed by various subdivisions indicated by adding a third let er, as VEA, English wit and humor, VED, English drama, VEF, English fiction, VEP, English poetry. French or any other literature would be similarly divided.

The classes at present proposed are the following:-

O General works. (General Registers, Encyclopedias, Periodicals, Societies, and Polygraphy.)



BOSTON ATHENALUM. MEW SYSTEM OF MARKING BOOKS.

Philosophical sciences.

- 1. Philosophy (Mental and Moral).
- 2. Religion (Matural); Mythology; Religions.
- J. Theology (Christian).

Historical sciences.

- 4. Ecclesiastical history.
- 5. Riography: General works, and Eastern Hemisphere.
- C. Western Hemisphere.
- 7. History (general); Chronology, Antiquities, etc.
- 8. " Eastern Homisphere.
- 9. Western Hemisphere.
- A Geography: General works, and Eastern Hemisphere.
- B Western Hemisphere.

Social sciences.

- C Statistics; Political economy; Commerce.
- D Sociology (General); Poor; Public morality; Education.
- E Government and Politics, Law (General).
- F Law and Legislation, Eastern Hemisphere.
- G Western Hemisphere.

Matural sciences.

(Matter.)

H Matural sciences in general; Mathematics; Mechanics;

.

ROSTON ATHINAEUM. NEW SYSTEM OF MARKING BOOKS.

Fhysics (plectricity, Heat, Light, Sound, Fneumatics, Hydraulics); Chemistry; Astronomy.

I physical geography; Goology, including Mineralogy.

(Life.)

- I Biology; Microscopy.
- J Paleontology (general); Hatural history (i.c., Botary and Zoology together); Botany.

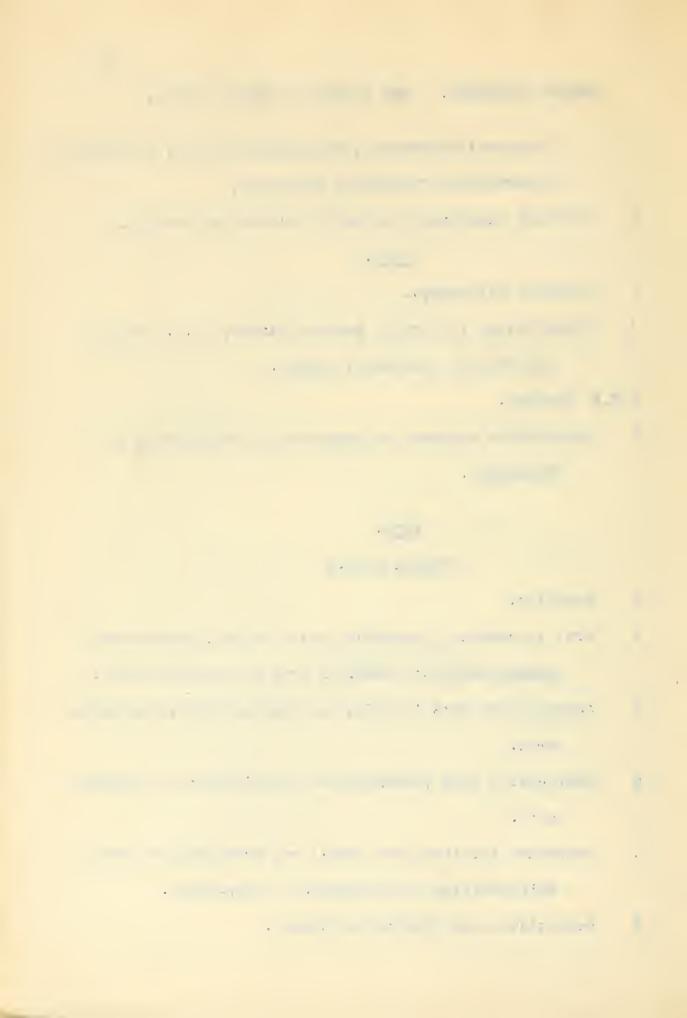
J,K,1 Zoology.

L comparative anatomy and physiology; Anthropology and Ethnology.

Arts.

(Useful arts.)

- M Medicine.
- Animaliculture); Chemical arts and Domestic arts.
- P constructive arts (Building and Engineering), and Metric arts.
- Q Fabricative arts (Manufactures, Hardicrafts); Commercial arts.
- R Combative (Military and Maval) and Preservative arts;
 Ship-building and Wavigation; Aeronautics.
- S Recreative arts (Sports and Games).



BOSTON ATHENARUM. HEW SYSTEM OF MARKING BOOKS.

(Fine arts.)

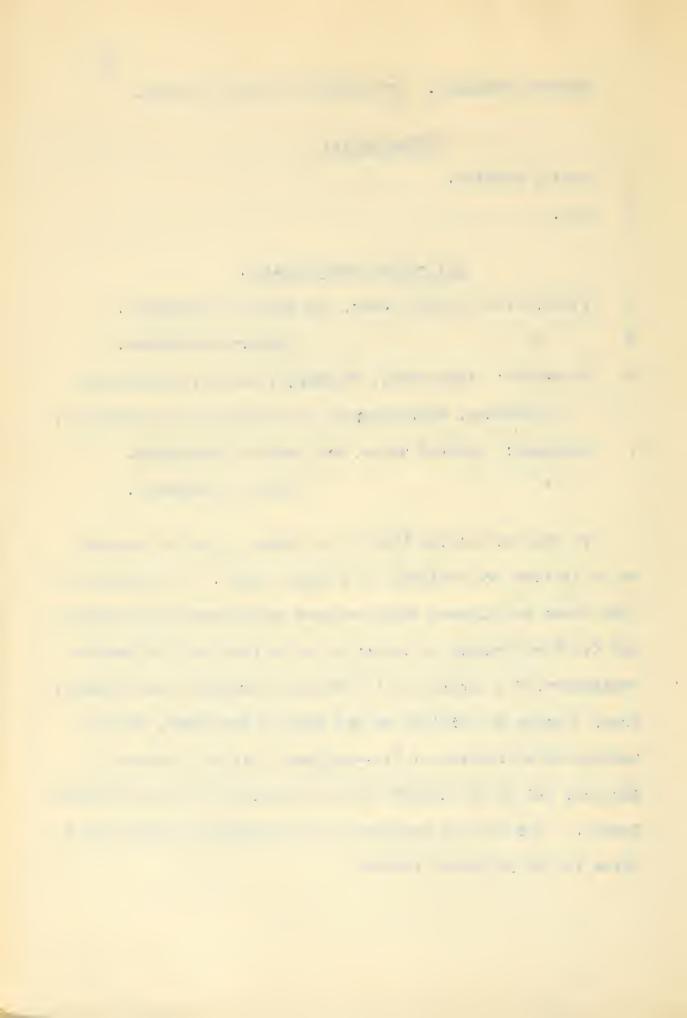
- T msic; Theatre.
- U Ant.

Literature and Language.

- V Literature: General works, and Eastern Hemisphere.
- Western Hemisphere.
- X Book-arts: Authorship, Writing, Printing, Book trade,
 Libraries, Bibliography, and Reading (its selection).
- Y Language: General works, and Eastern Hemisphere.

Western Homisphere.

or of letters are assigned to a single class. The reason is that these are classes which require geographical subdivision, and the first number or letter is to be used for the Eastern Hemisphere, the second for the Western Hemisphere and Oceania. Thus, 8 means the History of the Eastern Continent, 8E the history of a division of it,—England; 6 is the History of America, and 65 the history of one division of it,—the United States. The letters assigned to the different countries are given in the following lists:—



BOSTON ATTENALUR. VEW SYSTEM OF MARKING FOOKS.

First list, to be used with Second list, to be used

5, 8, A, F, V, Y.

with 6, 9, D, G, W, Z.

EASTER! HENTSPHERE.

WESTERH RETISPHERE, etc.

1 ASIA.

ARCTIC REGIO'S. 1

1R Siberia.

> 2 AMERICA. Japan.

3 China.

7

3 North America.

4 Indo-China.

Bridish America and 4

Canada.

5 India. 5 United States.

8 Persia. C-C Separate states (a range

ment not fully

settled).

Arabia. 7

8 Palestine.

ST Dead Sea.

US Levant.

SV Phoenicia.

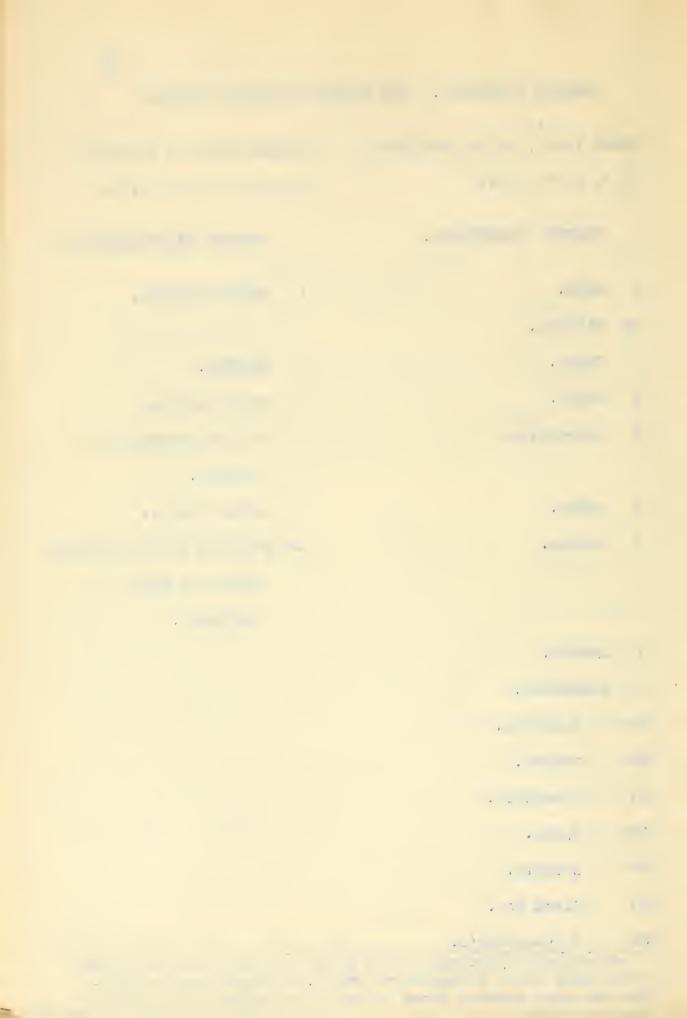
SW Syria.

XS Armenia.

SY Black Sea.

Transcaucasia.

There are objections to he order in this list, but I have tried many other arrangements and found objections to each. The one have adopted grown to me on the whole a little bottom



BOSTON ATHENATUM. NEW SYSTEM OF MARKING POOKS.

- 9 Asia Minor.
- A EUROPE.
- AX Northern Europe.

(For works including Finnish and Lappish, Slavic, Smandinavian, and Toutonic nations.)

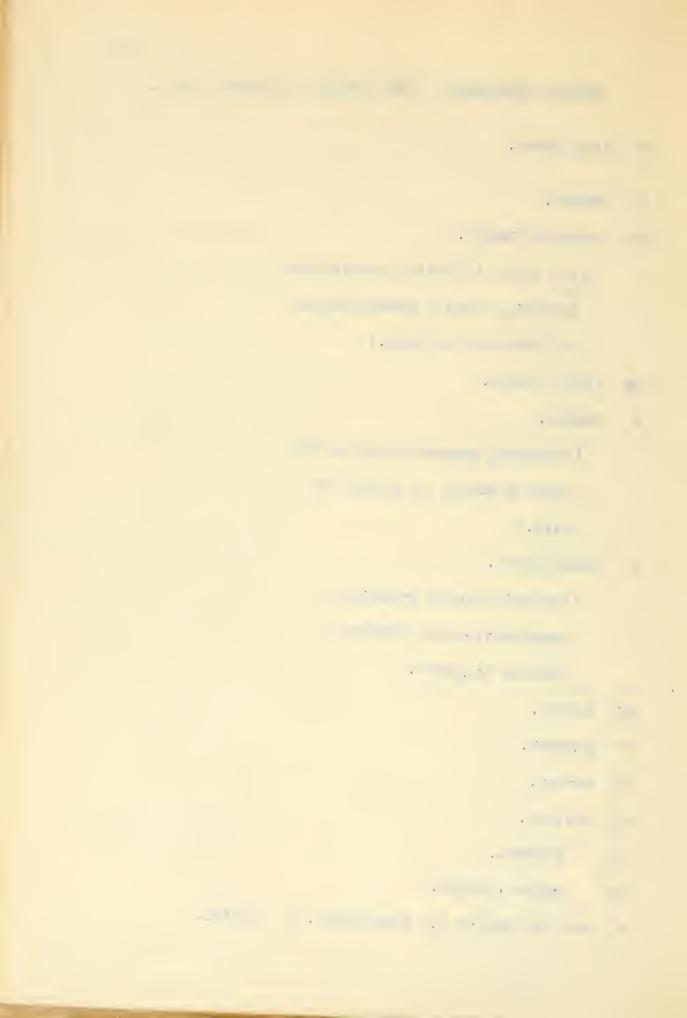
- AZ Slavic races.
- B Russia.

(Including general works on the Russian Empire in Europe and Asia.)

C Scandinavia.

(Including works relating to Scandinavian and Teutonic nations to gether.)

- CS Sweden.
- CV Denmark.
- CW Norway.
- CY Iceland.
- CX Firmark.
- CZ paroe Islands.
- D British Empire (in Geography). D Mexico.

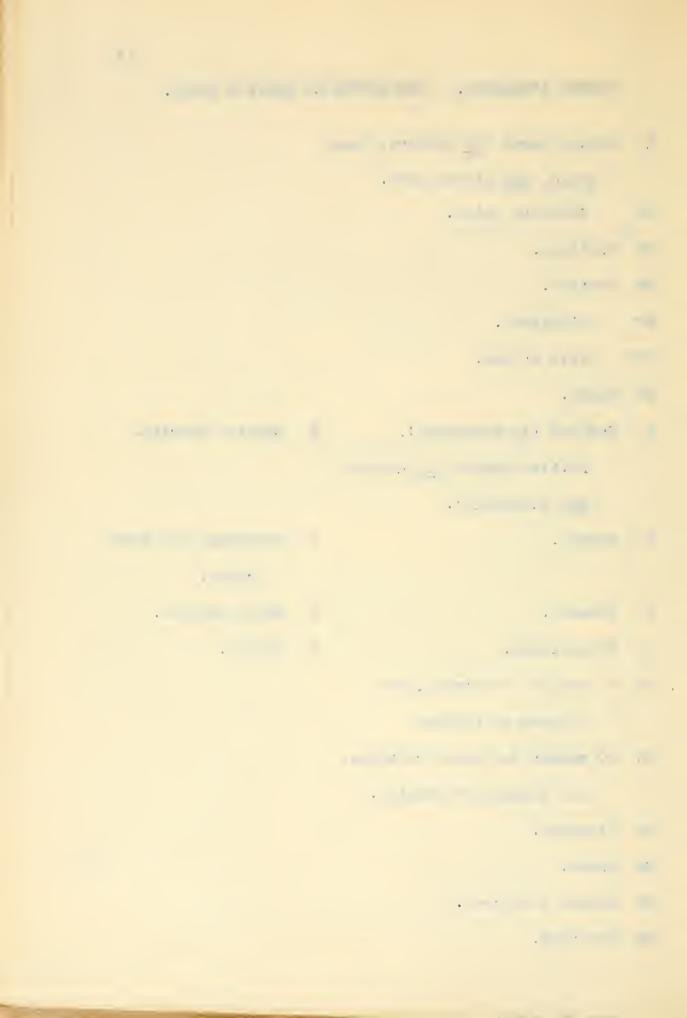


BOSTON ATHENAEUM. HEW SYSTEM OF MARKING BOOKS.

- D Keltic races (in History, Larguage, and Literature).
- DR Scottish Isles.
- DS Scotland.
- DU Irel and.
- DT Highlands.
- DVZ Isle of Man.
- DW Wales.
- E England (in Geography), E Spanish America.

 British Empire (in History

 and Biography).
- F France. F Bermudas, and West Indies.
- G Germany. G South America.
- H Netherlands. H Guiana.
- US 7 Northern Provinces, and Kingdom of Holland.
- HU 10 gakuar Southern Provinces, and Kingdom of Belgium.
- IIV Flanders.
- HX Spain.
- HY Basque provinces.
- HZ portugal.



DOSTON ATHENAEUM. NEW SYSTEM OF MARKING BOOKS.

I	Italy.	I	Venezuela.
J	Roman Empire.	J	Colombia.
10	Switzerland.	K	Ecuador.
L	Austria.	L	Brazil.
M	South Eastern Europe.	3.1	Paraguay.
11	Turkey in Europe, Turkish	11	Uruguay.
	Empire.		
0	Byzantine or Greek Empire.	0	Bolivia.
P	Ancient Greece.	P	Argentine Republic.
Q	Modern Greece.	R	Patagonia.
R	Southern Europe.	R	Chili.
RS	Mediterranean Sea.		
S	AFRICA.	S	Peru.
T	Egypt.	T	OCEANIA, Polynesia,

Barbary States. U

UR Tripoli.

UU Tunis.

UW Algeria.

UX Morocco.

UY Madeira

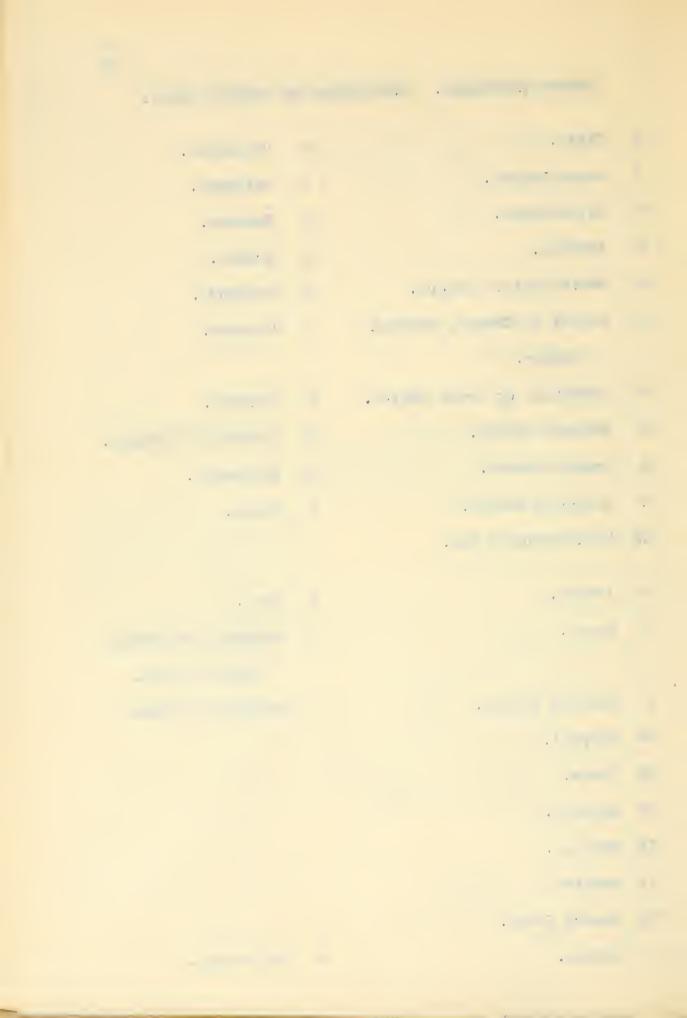
UZ. Camary Isles.

V Sahara.

V New Guinea.

pacific Ocean.

U Sandwich Islands.



BOSTON ATHENARUM. NEW SYSTEM OF MARKING BOOKS.

W Equatorial and South Central W Australia.

Africa.

X south Africa. X Tasmania.

Y Madagascar. Y New Zeal and.

Z AHTARCTIC REGIONS.

These lists are used to divide geographically the six main classes specified above: Biography (5, 6), History (8, 9), Geography and Travels (A, B), Law (F, G), Literature (V, W), Language (Y, Z).

The character appropriated to any country in the Eastern Hemisphere is used in combination with the first character of the several pairs, namely, with 5, 8, A, F, V, and Y, so that

5 is English biography; 5F is French biography;

8E is English history; SF is French history;

AE is English geography; AF is French geography;

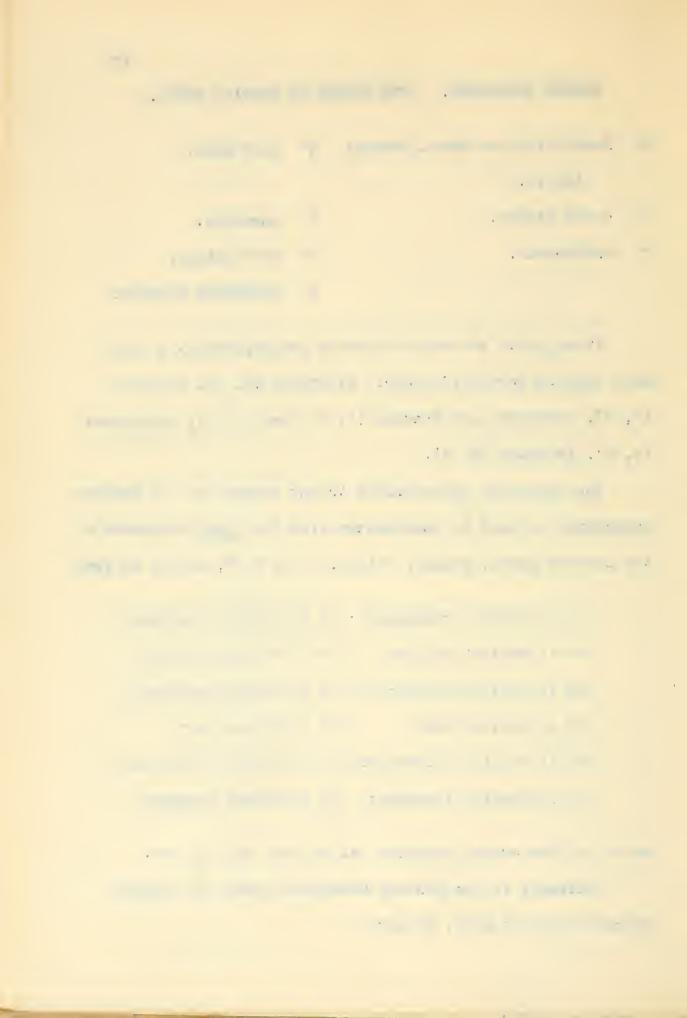
FE is En lish law; FF is French law;

VI is Enclish literature; VF is French literature;

YE is English language; YF is French language;

and so on for other countries, as 5G, 5H, 5I, 5J, etc.

Similarly in the Western Homisphere using the second character of the pair, we have



BOSTON ATHENAEUM. HEW SYSTEM OF MARKING BOOKS.

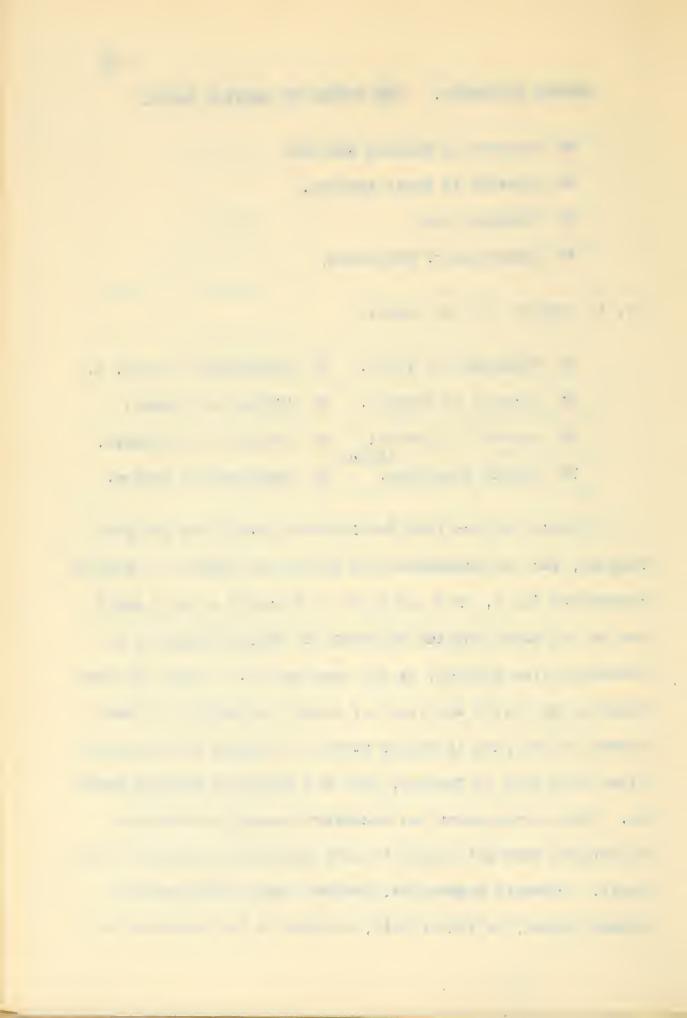
- 9E History of Spanish America,
- BG gravels in south America,
 - G4 Canadian law,
 - ZT Languages of Polynesia,

or, to compare the two lists:-

- 55 Biography of India. 65 Biography of the U. S.
- 8L History of Austria. 9L History of Brazil.
- AW Travels in Central BW Travels in Australia.

 Africa
- YD Celtic languages. ZD Languages of Mexico.

It will be seen that the letter E alone does not mean England, but the combination of E with the first of a pair of characters (as 5, of 5 and 6; 3, of 8 and 9; A, of A and B, and so on) means English Biography or English history, or something clse English, as the case may be. Thus, the combination of 5 with the first of a pair is India, with the second of the pair is United States; the union of E with the first of a pair is England, with the second is Spanish America. This arrangement was necessary because thirty-five characters were not enough to mark important countries of the world. Seventy characters, however, which this pairing process gives, do fairly well, although a few countries of



BOSTON ATHENATUM. HEW SYSTEM OF MARKING BOO'S.

note have to be designated by two characters, as Scotland by DS (as Scotch biography, 5DS; Scottish history, 8DS; travels in Scotland, ADS; Scotch poetry, VDSP); Sweden, CS; Denmark, CV; Ireland, DU; Wales, DW.

These lists of countries can be used not only with the six pairs enumerated above, but wherever geographical division is desired, as, for example, with the pairs

X4, X5 Catalogues of manuscripts.

XII, XI publishers and Booksellers' catalogues.

XH, XI History and catalogues of private libraries.

KK, XL History of public libraries.

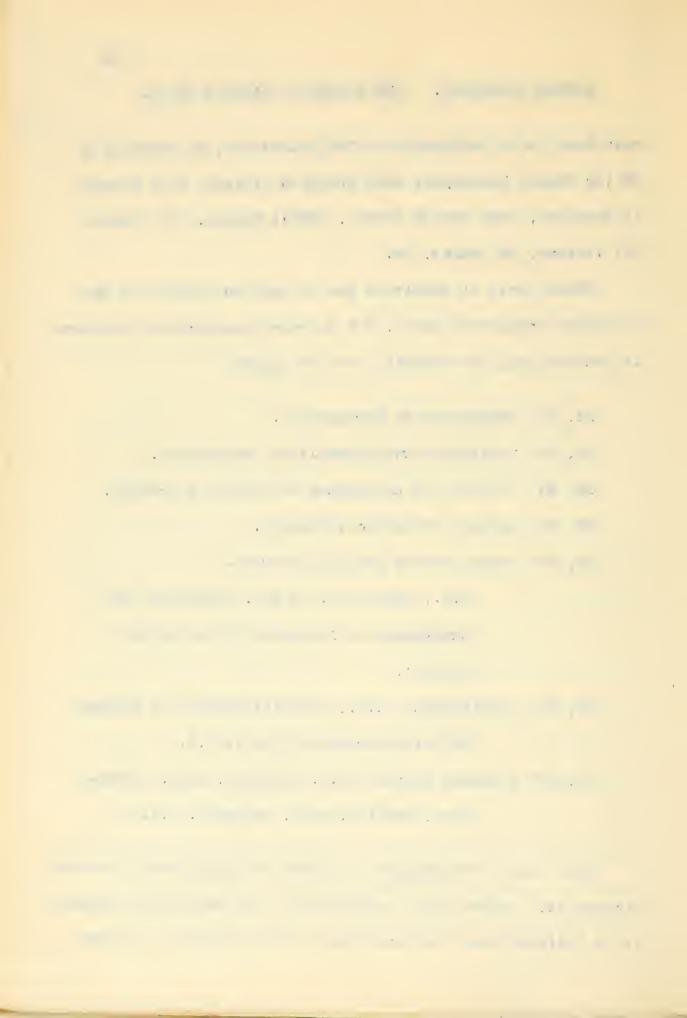
XII, XII Catalogues of public libraries.

(E.G., XME Catal. of Eng. libraries, XUS
Catalogues of libraries in the United
States).

XT, XU Bibliography (e.g., XTE Pibliography of England, XU5 Bibliography of the U. S.).

XV, XW Literary history (e.z., XVE Lit. hist. of England, XW5 Lit. hist. of the U. S.).

That this correspondence of marks running through so many classes will afford great assistance to the memory is obvious. It is believed that the device has never before been applied



BOSTON ATTENAUUM. NEW SYSTEM OF MARKING BOOKS.

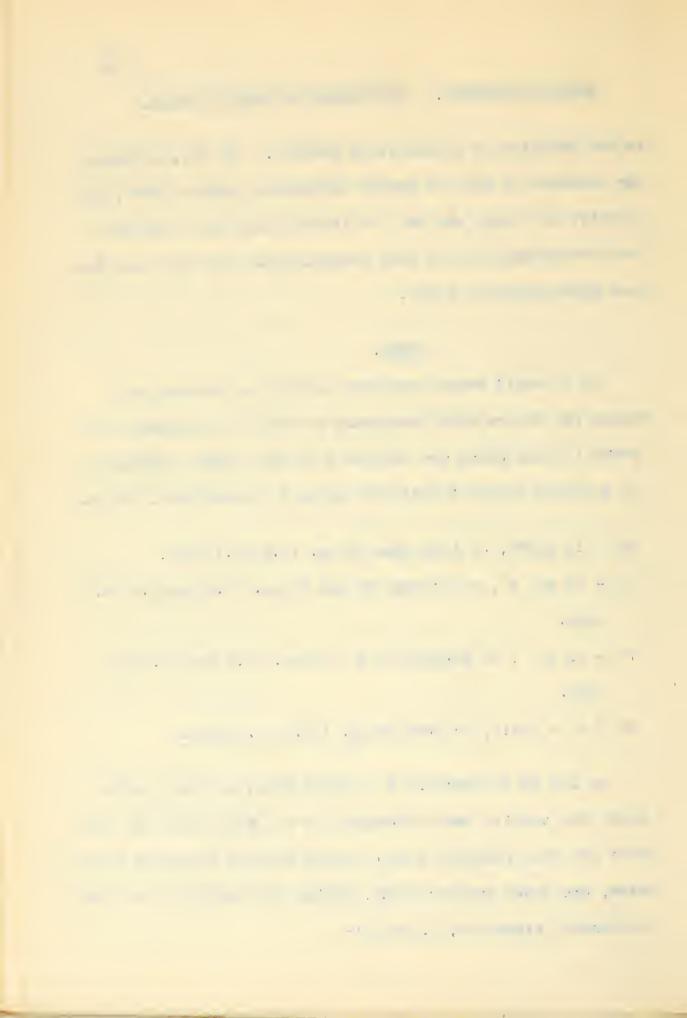
in the notation of a classified library. No one, perhaps, can remember it all; it cannot be learned, even in part, very quickly; but those who use the library much will find that they become familiar in time unconsciously with all that they have much occasion to use.

SIZES.

At it would waste much room to fill up shelves tall enough for folios with duodecimos or even with octaves, the books in each class are divided into four sizes, indicated by the sign placed immediately after the class mark. Thus—

- H3 ' is a 12°, or less than 20 cm. (7.9 in.) high.
- H3 is an 8°, or between 20 and 25 cm. (7.9 and 9.8 in.) high.
- $113 + is a 4^{\circ}$, or between 25 and 30 cm. (9.8 and 11.8 in.) high.
- H3 / is a folio, or over 30 cm. (11.8 in.) high.

so far as is possible the larger books are kept underneath the smaller books belonging to the same class; so that
there are four parallel sets of books running through the alcoves, one under another; this, taking for example, the three
successive classes A, B, and C:-



BOSTON ATHERIAEUM. YEW SYSTEM OF MARKING BOOKS.

Upper shelves,	Class A. Duodecimo.	Class B. Duodecimo.	Class C. Duodecimo.
Middle shelves,	Octavo.	Octavo.	Octavo.
Low shelves.	Quarto.	Quarto.	Quarto.
Lowest shelves,	Folio.	Folio.	Folio.

The shelf guides of the duodecimos are red, those of the octavos green, those of the quartos and folios yellow.

AUTHORS.

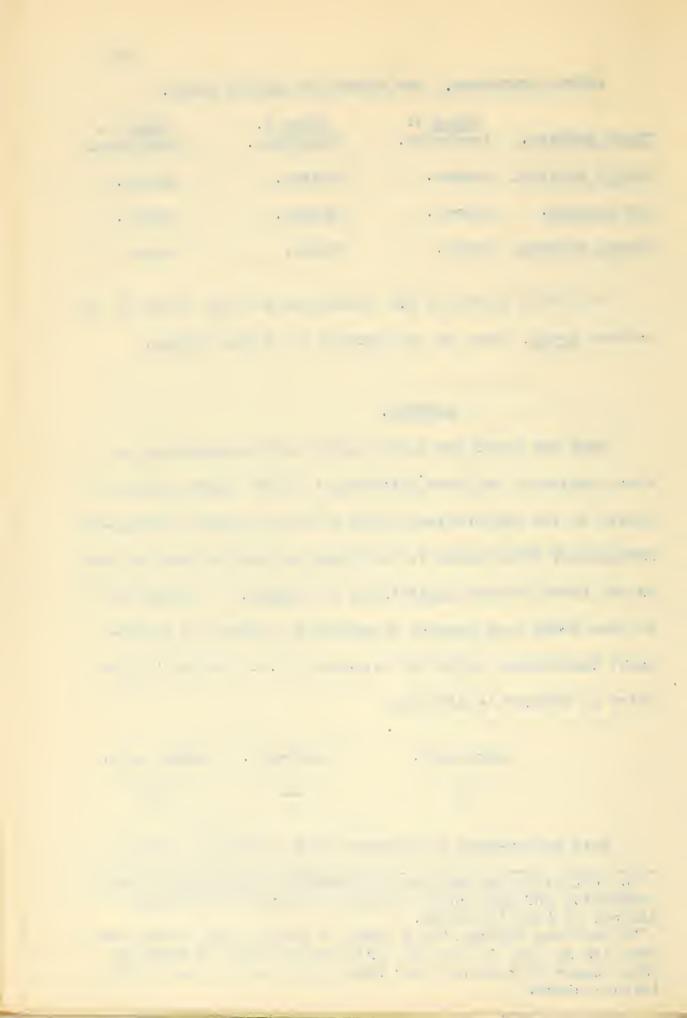
When the books are sufficiently divided according to their subjects, and then according to their sizes, they are placed in the alphabetical order of their authors' names,—an agrangement which makes it very easy to find any work as soon as one knows to what subdivision it belongs! To keep that in this order they receive a numbering (called the authormark) immediately after the size-mark, e.g., "Guizot's Histoire de France" is lettered

class mark.	size mark.	Aubhor ma k.
SC		694

This author-mark is composed of the initial of the

^{&#}x27;The following explanation is necessarily difficult of corprehension and need not be read by any person who merely desires to find the books.

If the name begins with a vowel or with S, two letters are used (as Ac, Em, It, Og, Sl. Un), because this is found in these cases to require fewer characters than the us of the initial alone.



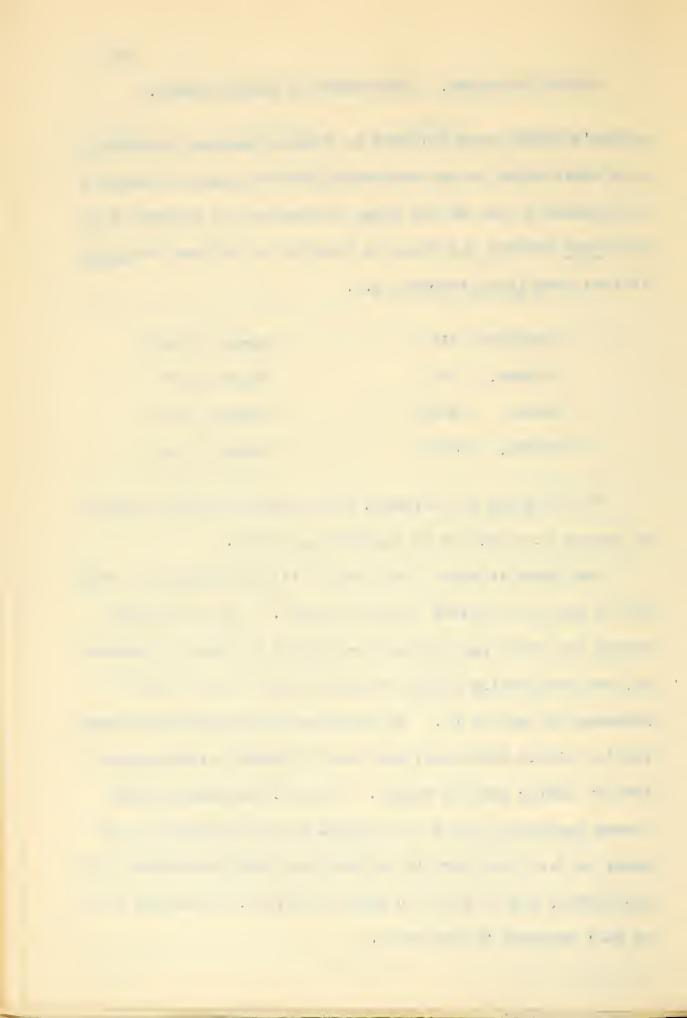
BOSTON ATHENAEUL. HEN SYSTEM OF MARKING BOOKS.

author's family name followed by figures assigned according to a table which is so constructed that the names in which G is followed by one of the first letters in the alphabet have the first numbers and those in which it is followed by later letters have later numbers, e.g.

Gardiner,	G16	Gerry,	G36
Gilman,	G42	Glover,	G51
Gorc,	G 66	Graham,	G7 6
Grote.	G 89	Guizot,	G94

If the books are arranged in the order of these numbers of course they will be in alphabetical order.

The table is made in this way: All the names in G, from Gna to Gyz, are divided into nine parts. Any one ralling within the first part (which runs from G to Garo) is numbered Gl, any one falling within the second part (Gas to Geo) is numbered G2, and so on. As there may often be several names falling within each part, provision is made to distinguish them by adding another figure. Just as the whole of the names beginning with G are divided into nine parts, so the names in the first part (G to Garo) are again subdivided into nine parts, the first (G to Gae) numbered 1, the second (Gaf to Gak) numbered 2, and so on.



EOSTON ATTEMAEUM. NEW SYSTEM OF MARKI G BOOKS.

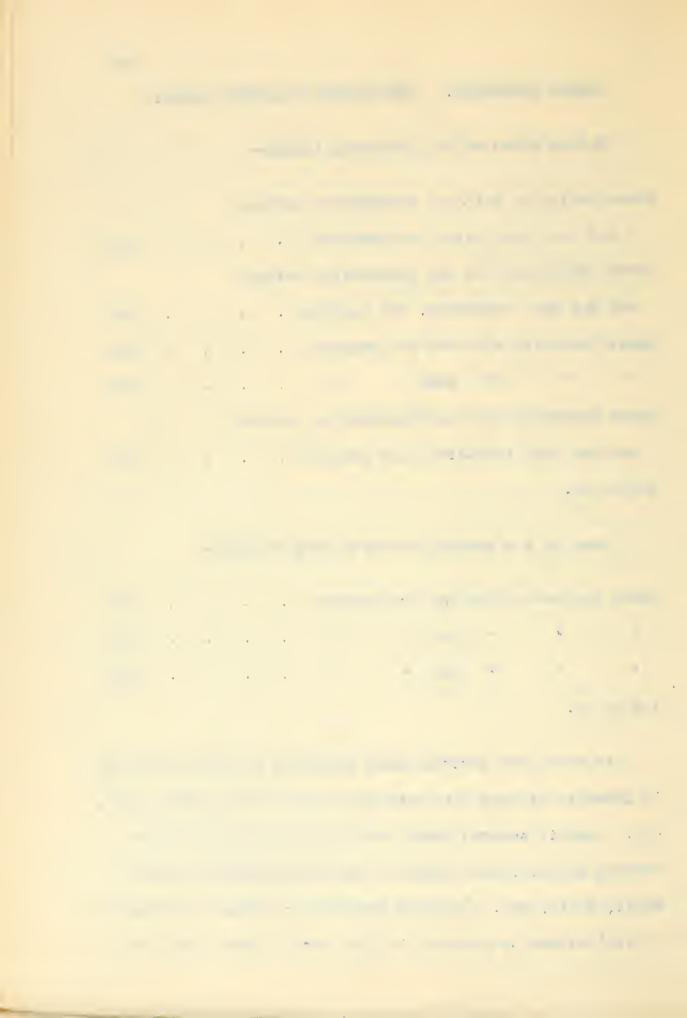
This fives us the following table:--

llames	beginning	with	any	c om b	inat	ion b	otwe	en			
G ar	nd Gae, in	clusiv	7e, 8	are r	umbe	red	•	•	•	•	Gll
llames	beginning	with	any	c ank	oinat	ion b	et we	on			,
Gaf	and Gak,	inclus	sive,	aro	num	nere d		•	•	•	012
l'ames	boginning	with	Gal	are	numb	ered		•	•	•	G13
11	W	¥	Gam	17		·	•	•		•	Gl4
l'ame s	beginning	with	any	e om b	oinat	ion b	etwc	en			
Gan	and Gaq,	inclus	sive	, arc	nun	bered		•	•	•	015
And so	on.										

Then in to second part of G (Gas to Geo):--

Talles	beginsing	with	Cas	aro	manbered	•	•	•	•	C: 1
u	ν	u	Cal	88	tr	•	•	•		GPP
17	17	O	Gau	17	R	•	•	•		G23
And so	on.									

If there are several names beginning with Gas, then C21 is likewise divided into nine parts, G211, G212, G213, G214, etc. And if several names still fall within the limits covered by G211, that would be farther divided into G2111, G2112, G2113, etc. so that however many names there may be, it will always be possible to give each a number that will



BOSTON ATHENADUL. ITM SYCOTT OF MARKING POOKS.

distinguish it from every name, and will keep it in its place in the alphabet.

This process leads, however, 'o a result that may be at first sight confusing. When there are on the shilf a series of authors numbered G1, G2, G3, G4, G5, if several new ones arrive whose names comes between G1 and G2, and between G3 and G4, we may give them the numbers G13, G19, G35, G30, G37. If some more come in between G36 and G37, we number them C361, C3C2, etc. We shall have then a series of numbers running thus: G1, G18, G10, G2, G3, C35, C30, G311, G362, G37, G4. G5. That is to say, the numbers are arranged not in the order of integers (which would be 1, A, 3, 4, 5, 13, 10, 35, 30, 37, 361, 362), but in the order of decimal fractions.

-				7	0
	l .			m (2)	()

.18 .361

.19

.2

• 3

.33

A moment's attention will show that this is precisely the order in which the classes and their divisions are arranged, e.g.:--

_____ . . . 3 . 4 . .

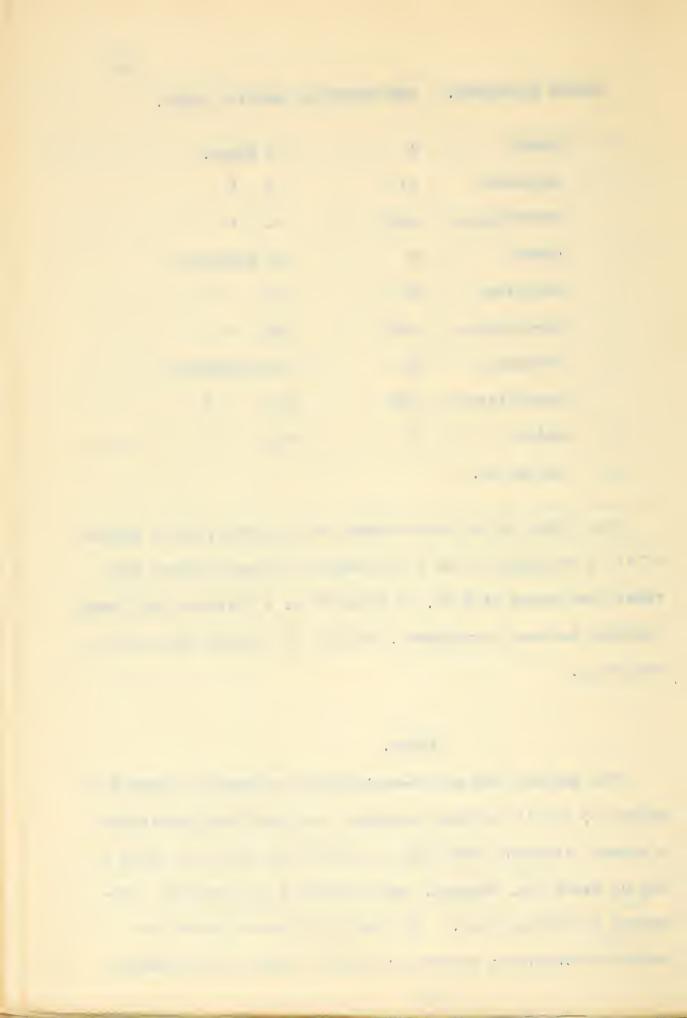
BOSTON ATHENARUM. HEW SYSTEM OF MARKING BOOKS.

CLASS	1	l class.
division	11	2 "
subdivision	111	3 4
CLASS	2	11 division
division	21	21 "
subdivision	213	22
division	22	111 subdivision
subdivision	223	213
CLASS	3	221 **
and so on.		

The order of the author-marks will appear equally simple if it is considered that G represents a class of names (all those that begin with G), of which Gl is a division (all those included between G and Garo), and Gll is a subdivision of Gl, and so or.

TITLES.

The subject and author-marks might be enough to find a c books by; but it is also necessary that each book should have a number differing from that of every other book, by which it can be asked for, charged, and recorded in the various processes of library work. It also facilitates finding the works of voluminous authors like Scott, Dumas, George Sand,



BOSTON ATHENALUM. MEW SYSTEM OF MARKING LOOKS.

Anthony Trollope, to arrange their works alphabetically.

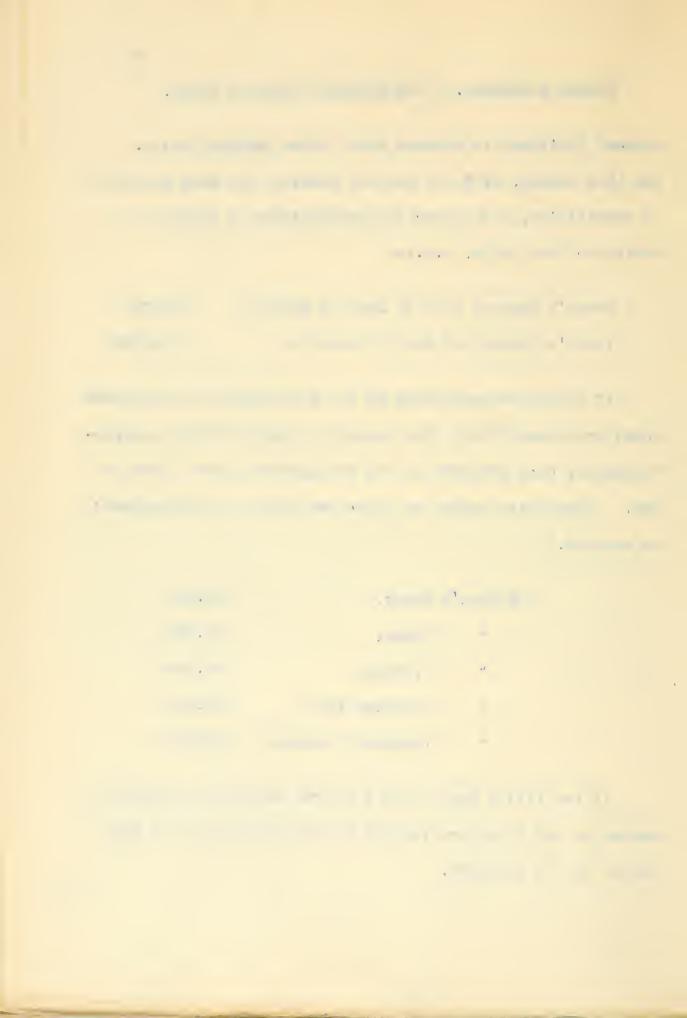
For this reason, if there are two books by the same author in a subdivision, the second is distinguished by adding the initial of the title, c.g.:--

Freer's Married Life of Arme of Austria, SFd-F87
Freer's Regency of Arme of Austria, SFR-F87R

If there are many books of the same author the collected works are placed first, the separate works afterwards, alphabetically, each followed by its translations, when there are any. (Duplicate copies or other editions are distinguished by numbers.)

Milton's	Poems,		VEF.M64
tr	Comus,		VEP.M64C
19	Lycidas,		VEP.M64L
H.	Paradise	Lost,	VEP.MO4P
¥	Paradise	rogained,	VEIP.1184R

If the fitter begin with the same initial the second is marked by the first two letters of its name, or by the next letter of the alphabet.



BOSTON ATHEMAEUM. HEW SYSTEM OF MARKING BOOKS.

TO SUM UP.

Books are divided in this library according to --

- (1) Their subject or literary form,
- (2) Their size,
- (3) their author,
 - (4) their title;

the latter distinction being used only when there are two or more works by he same author in the same size-division of the same subject-division.

EDITIONS AND DUPLICA E COPIES.

To distinguish different editions or different copies of the same work an edition-mark is used, which is made by adding a figure to the title-mark, as

Dante's Infermo,

VIP. D21

Another edition, VIP' D212

When there is no title-mark the figure is separated from the last figure of the author-mark by repeating the size-mark, e.g.:--

. b ,

BOSTON ATHENARUM. HOW SYSTEM OF MARKING BOOKS.

Dante's Divina commedi	a,		AIL, DS
¥	Another edition,	1700	VIP'D2.4
w	Another edition,	1770	VIP'D2'47
W	Another edition,	1800	VIP'D2'5

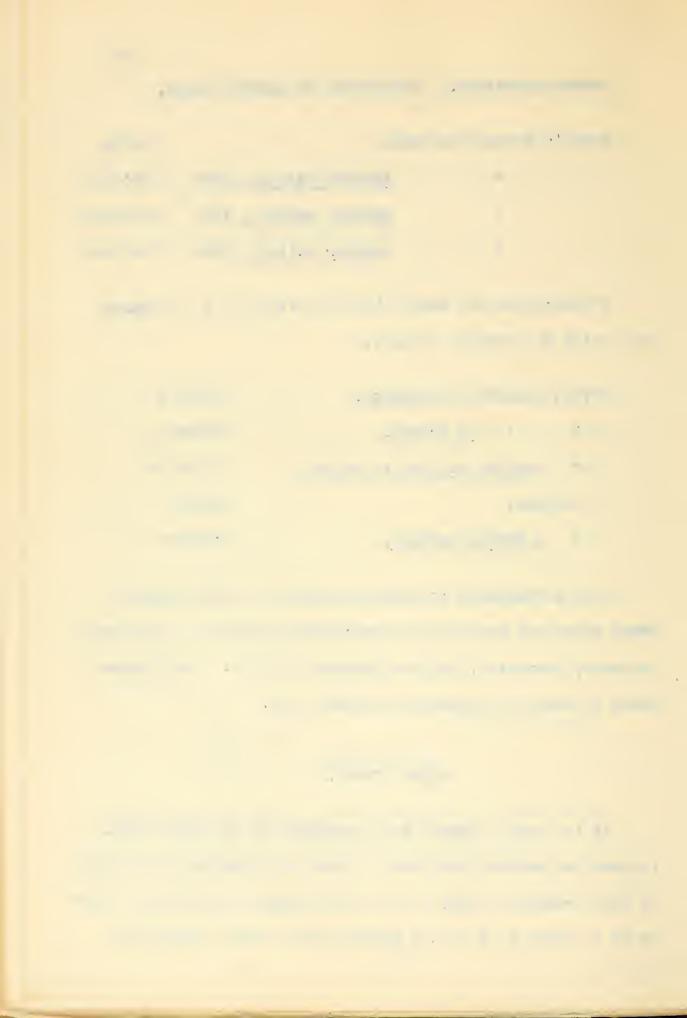
Translations are marked by the initial of the language into which the version is made.

Divira compedia in English.	AIL. DS. D
in French,	Alb.DS. k
another version in French,	Alb.Du.ks
Irferno,	VID.DUI
" a French version,	Alc. DSIL

This arrangement is chiefly reeded for a few authors
whose works are presen in a considerable number of editions,
as Darke, Certantes, Volibre, Campens, Vilton. For Shakesleave a special arrangement has been made.

LOCAL TYDEX.

If the whole library were contained in one large room, it could be natural and easy to place the classes in the order of their numbers, class 1 at the beginning, ther class 2, and so on to class 2; but in a building like this, composed of



ROSTON ATHEMALIUM. MELI SYSTEM OF ARKING POOKS.

rooms of different sizes and forms irregularly placed, strict name rical order cannot conveniently be observed; and it would, at any rate, be desirable to disturb that order for the sake of getting some much used classes, or parts of classes, near the Delivery Desk, and so economizing the time both of the attendants and of the public. Moreover, during the rearrangement, the books that have been re-marked have to be put wherever empty shelves can be found for them. The place of the classes can be ascertained by consulting a Local index, the first column of which contains the class-marks and he second the numbers of the different rooms, designated according to the following table:—

Porne Alcoves.

O. The Basement.

1. Periodic 1 Feating Room. 118

24. Scae: Callery. 100-112

15. Delivery Room. 51-53

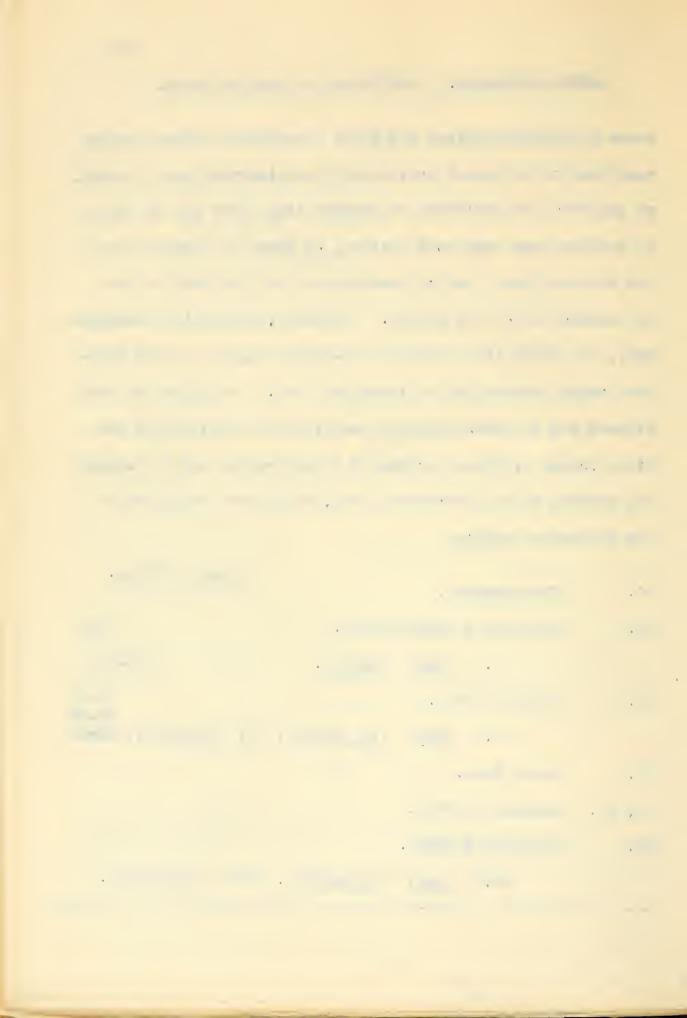
25. lamu: 1st Gallery. 252 Ld Gallery. Winks

11. Store Room.

17, 18. Stairs and Hall.

19. American Academy.

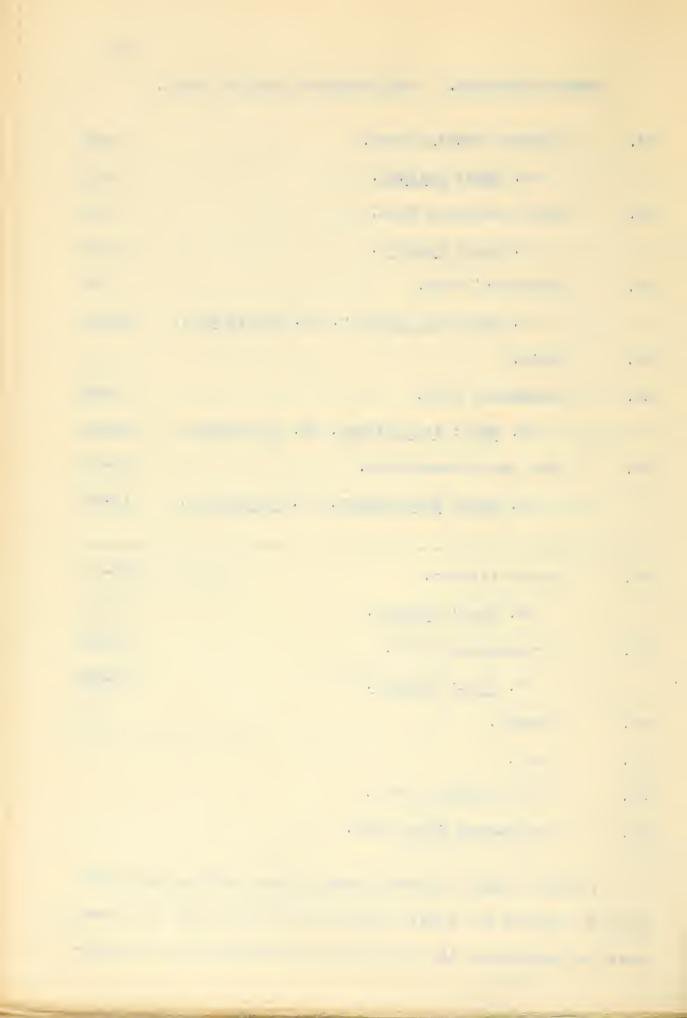
29. Same: 1st Gallery. 292. 2d Gallery.



POSTON ATHEMAEUM. MEW SYSTEM OF MARKI G BOOKS.

34.	Library Reading Room.	A-H
	44. Same: Gallery.	!* - Z
ა5.	Uiler Delivery Room.	1-5
	45. Same: Gallery.	€-10
30.	Trustees' Peom.	61
	4 . Samo: 1st Wallery. 462 2d Gallery.	6A - 66
3'7.	Hall.	
30.	l'ewsparer Room.	34-39
	4. Sam: 1st Gallery. 482 2d Gallery.	40-49
59.	Are and Seience Room.	11-17
	49. Same: 1st Gallery. 492 2d Gallery.	18-33
54.	Upper Library.	$\Lambda^* - M^*$
	64. Same: Gallery.	1/*-Z*
55.	Professional Enco.	71-83
	05. <u>Sin: Gallin</u> .	34-90
5.	Closet.	
57.	He.11.	
50.	Over Merspuper Rown.	
39.	North-cast Upper Room.	

note he floor; the first figures, when ead, 1, 7, 5, denote he floor; the first figures, when even, a 2, 4, 6, denote the galleries; the second figure designates the particu-



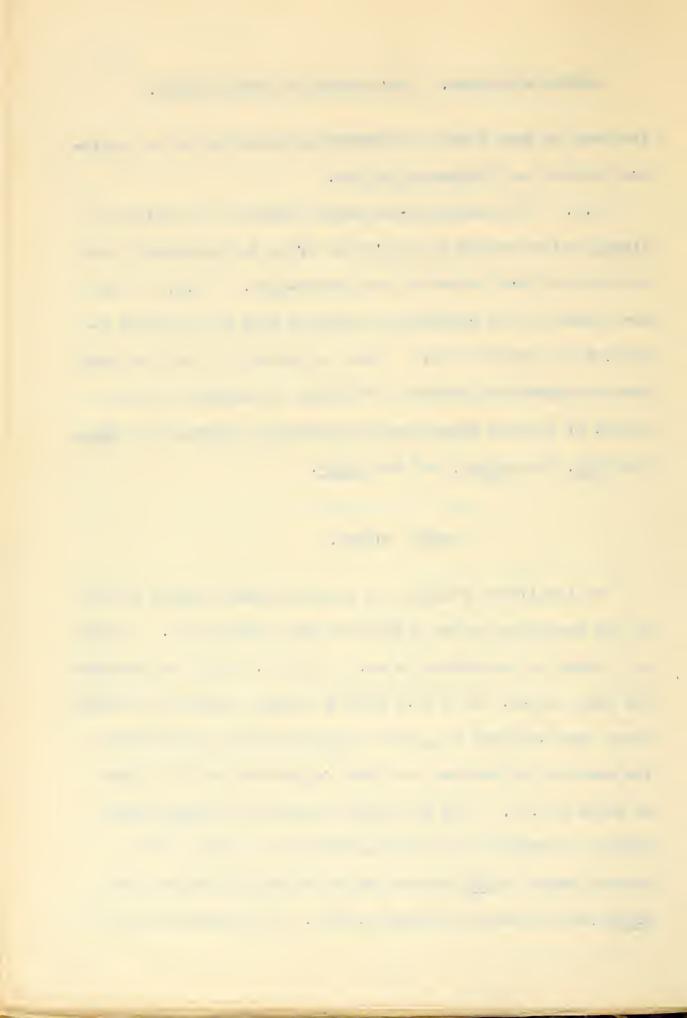
BOSTOT ATHERARUL. HEW SYSTEM OF MARKING BOOKS.

lar room on each floor, the numbering beginning at the southrest corner as following the sun.

class, pay no remard to the letter after the size-mark, that is, to the first letter of the author-mark. (E.g., if the mark given in the catalogue is VC III5, look in the Local index for VC, not for VCH.) And, in general, it will be found that the marks are easier to read and to remember if one thinks of them as signifying four distinct things,—the class, the size, the author, and the title.

SHELF GUIDES.

at the beginning and at the end of each subdivision. They are pieces of pasteboard 14 cm. (5 1/2 in.) high, and projecting about 10 cm. (cr 4 in.) from the shelf, bearing the words, "More ends section" (or, "Here begins section," followed by the name of the section, as "Here begins section FD, Reign of Louis XIV."). The two parallel series of classes (duodecimo and octavo) are distinguished by the color of the guides, which is red for the upper or smaller series and green for the lover or octave series. The quartos are the



BOSTON ATHINA UI. LEV SYSTEM OF MARKING BOOKS.

folios will both have <u>yellow</u> signs, as here can be no difficulty of distinguishing them from one another at a glance.

When a large subdivision (as English fiction, English biography) spreads its alphabet over a number of shelves, similar signs (on gray pasteboard) show where the letters of the alphabet begin and end.

THE PARALLEL DIBRARIES.

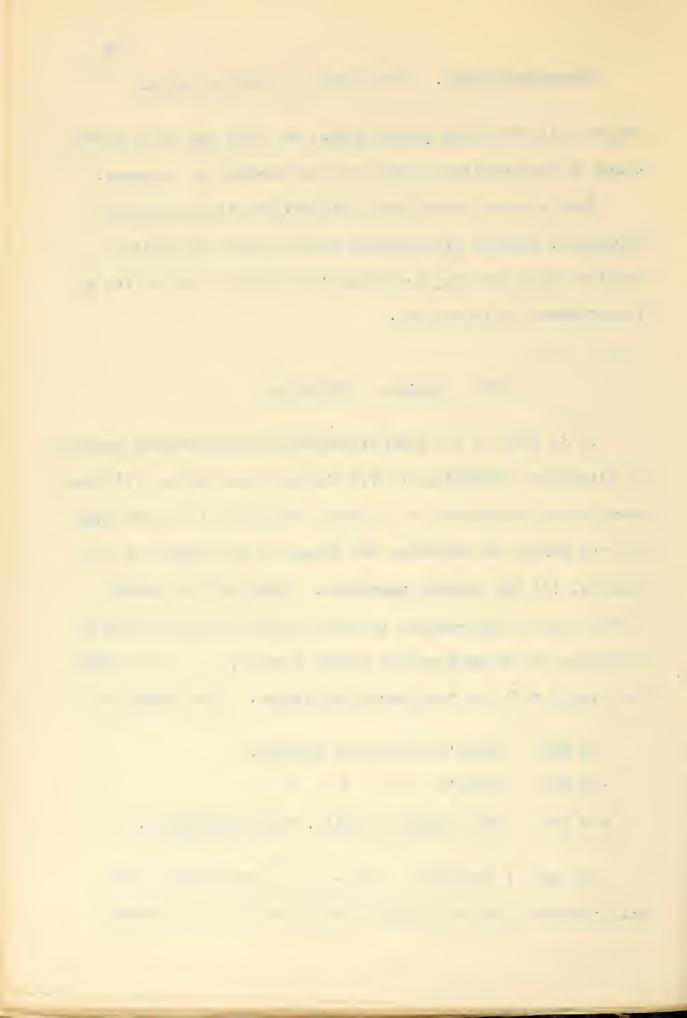
It is part of the plan ultimately to make several parallel libraries, consisting of (1) the most used books, (2) those more seldem called for, or entirely obsolete, (3) those which are too costly or otherwise not proper to be exposed on the shelves, (4) the unbound pamphlets. Each will be marked with the same class-marks; but they will be distinguished by prefixing to the mark of the second a colon, :, of the third the sign of P, of the fourth the sign of the example:-

8E G82 Creen's History of England.

:°E H30 Henry's " " "

The F34 Brief memoir of Eliz. Fry (a peophlet).

The mark: added to a shelf-gulds in the first library will indicate that it class is represented in the second



BOSTOR ATHINABULL THE STATE OF MARKING BOOKS.

1brary, and that he who wants all that here is on the subject must look in both places.

The first library will be kept in the Delivery Room and the present Library Reading Room; the second library in the less accessible upper story, and the pamphlets mannake in a room that can be locked.

EXPLANATION OF THE PART OF THE WORL DOID, OR NOW DOING.

Biography (5 and 6).

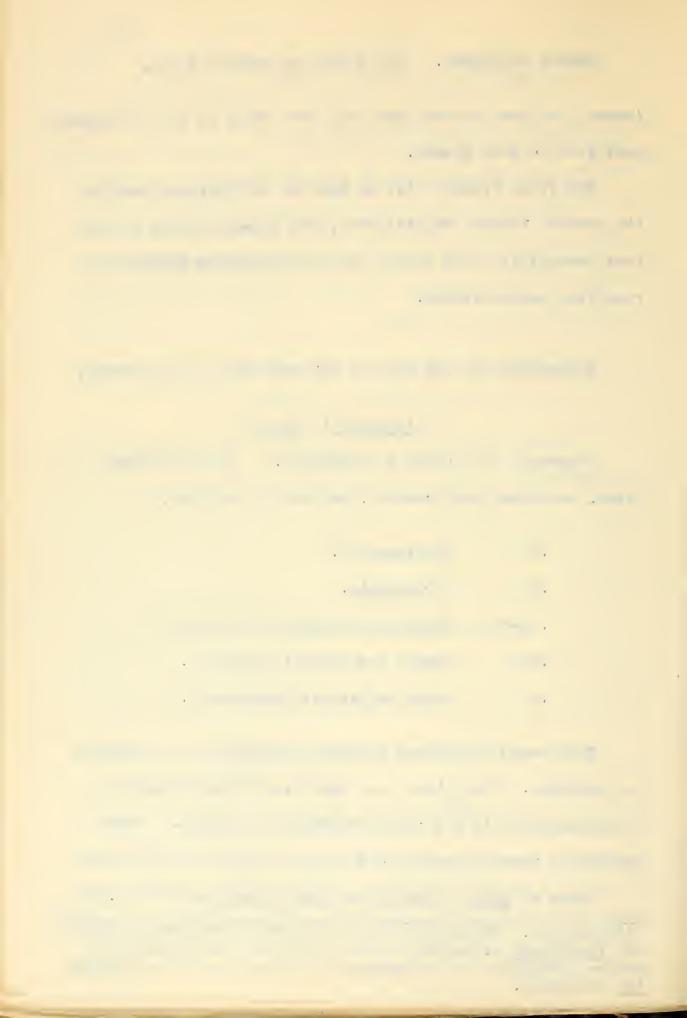
Biorraphy is divided by countries. In the general class, and under each country, may be to e sections:-

- .5 Dictionaries.
- .7 Periodicals.
- .91-95 Collective biography of periods.
- .09 Family and class biographics.
- .9 Other collective biographics.

Then comes individual biography arranged by the names of the subjects. There are two lives in one volume the first mentioned in the title determines the place. Works containing three or more lives are put with the collections.

Lives of kings, regents and queens regnant, are jut, not

At present. It may turn out to be more convenient to arrange all individual biography on the shelves in one "lib betical series, confining the arrangement by countries to the collective biography.



POSTON APPER ABUM. HER SYSTEM OF MARKING BOOKS.

ir Riography, but in History (8 and 9).

Lives of Fathers of the Church and Popes are put with Church history (class 4), where is also collective ecclesiastical biography; but individual ecclesiastical biography is in classes 5 and 6.

Lives of actors, artists, and musicians, are put with the classes Theatre and Music (I) and Art (U).

History (8 and 9).

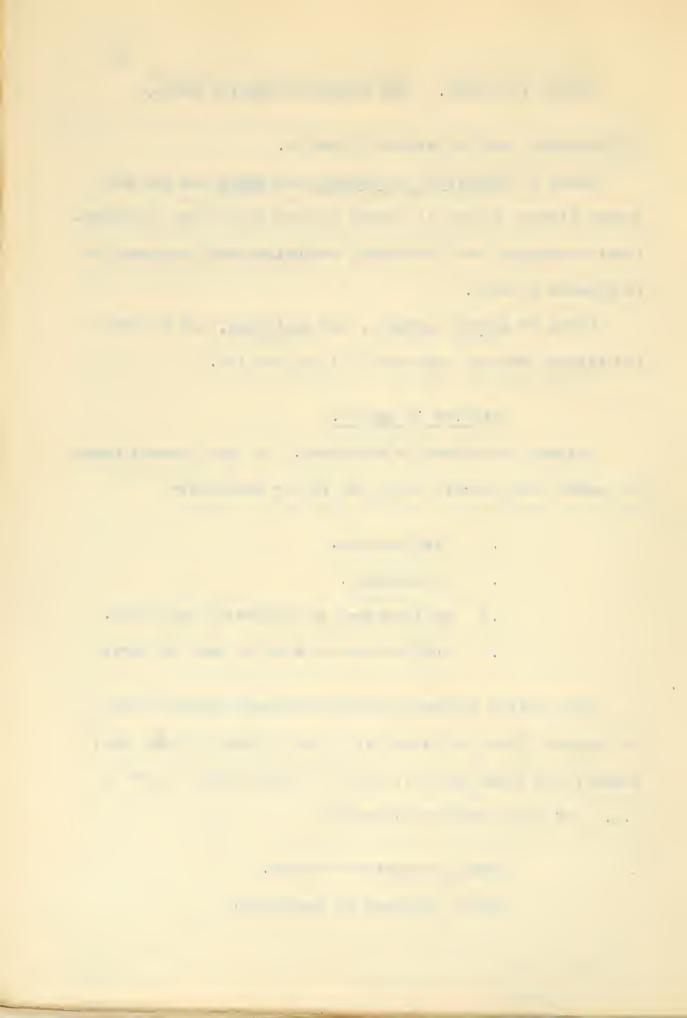
Pistory is divided by countries. In the general class and under each country there may be the sections:-

- .5 Pictionaries.
- .7 Periodicals.
- .8 Publications of historical societies.
- .9 Collections of three or more authors.

Then follow comment his order arranged alphabetically by authors; then the histories of particular periods, and, lastly, the local history, which is always subdivision 2, e.g. (FE being English history):-

SEZD History of Darham.

FFRY History of Torkshire.



BOSTON ATHENAEUM. NEW SYST TOT MARKE G ROOKS.

Lives of kings, regents, and queens regnant, are put in the sections containing the history of their respective reigns.

History of Puss a (8F).

SE Goneral works.

EBI Early history; ar. Gr.nº Mak's ("-1555".

8E2 Czars (1533-1313).

TBU House of Romanof.

CE4 Pe r tac Grea (10 9, Tagerar 1721-15).

IB5 Fasterire f. (1/20-27).

SB5P Puter II. (17 7-30).

EBS Anie (17.0-49).

5001 Ivan WI. (17:0-;1).

Elizabeth (17/1-62).

ER7P Peter III. (1/C').

SBS Katherine II. (175-41).

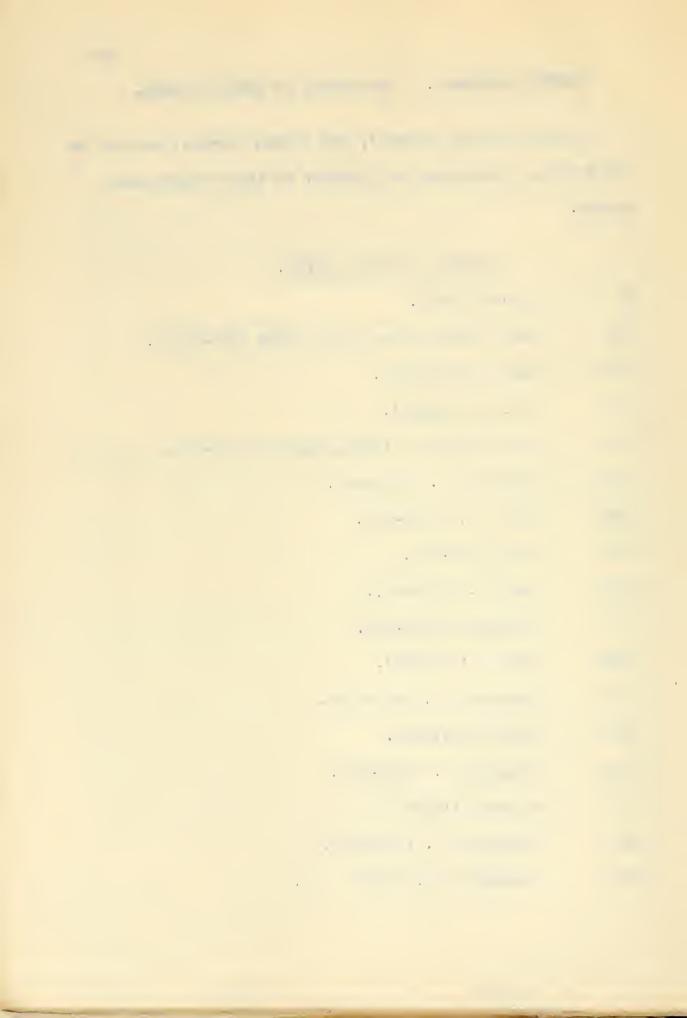
FR9 Paul (179-1801).

8DA Alexander I. (1801-15).

Fin Michola. (1895-11).

810 Alexander []. (1801-61).

'ID Alexander III. (1'1-).



BOSTON ATITUATUM. NEW SYSTEM OF MARKING 10 C.

History of Elland (SE).

CE General his ovies.

811:5 Dictionaries.

8E'6 Tables, Historical maps, Chronology.

SE. 7 Periodicals.

EE'8 Societies.

SE'9 Collections.

EEl Early an medieval history.

SEIL British Period.

ST12 Rom r period.

SE13 S. Kins on Canes.

SE14 Egbert (00-50).

SE15 Ei elmulf (500-10).

SEIB Etholbald (5 3-50).

SE17 Etholbers (100-01).

omia Ethelred I. (81-/1).

SELA Alfred (71-501).

SELF-CELY Educard I.-IVI. (01-10/2).

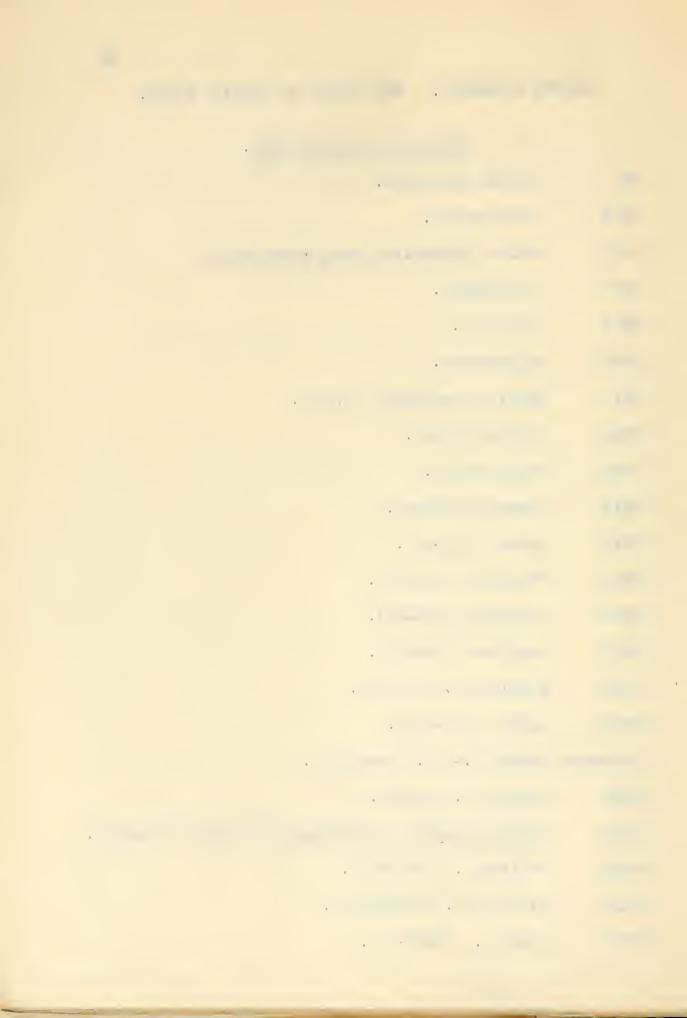
SEIP Ha old II. (10 %).

Sill For in conquest and following project (0 -130).

STIF William I. (10 - E.).

SE1S "illia II. (1057-1100).

OE1 (1100-34).

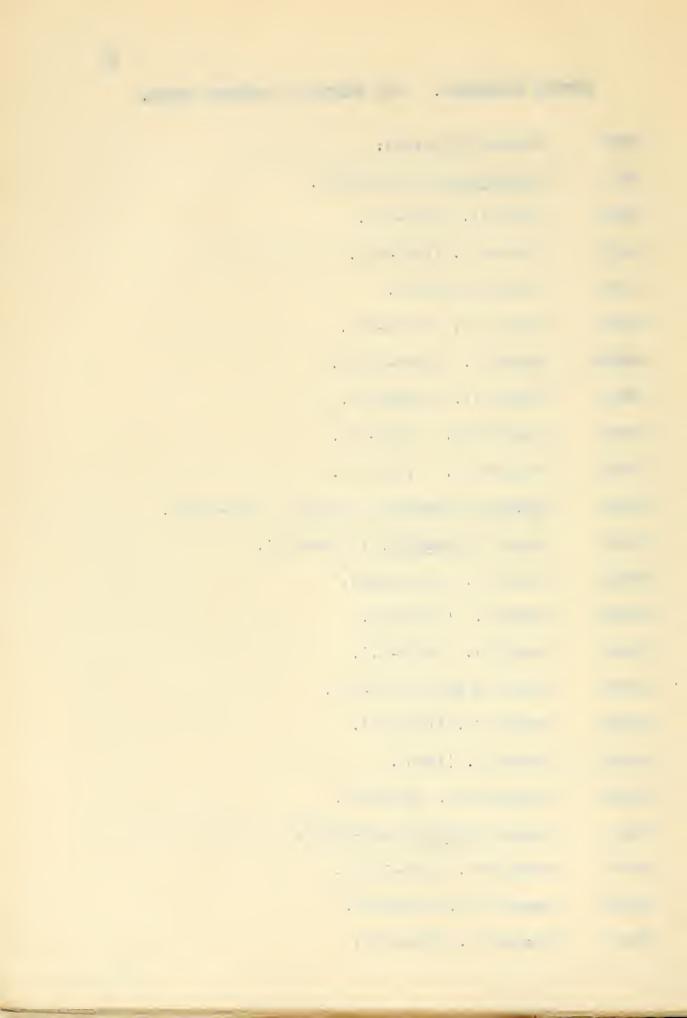


BOSTON ATHENAEUM. NEW SYSTEM OF MARKING POOKS.

SELU-Stephen (1134-54): SES Plantagenets (1154-1599). CECI Hunry II. (1154-19). CESS Richard T. (1100-). SFP3 John (1100-1916). EEZA Horry ITI. (1-1 -7:). 8F25 Edward I. (1372-1307). 8726 Edward II. (1307-27). SE27 Edward III. (1327-77). SE28 Richard II. (1377-90). 8E 29 Houses of Larcaster and York (1. -14 5). ASE3 House of Lancaster (1999-1991). SESE Honry TV. (1309-1413). SMRC Henry V. (1/13-22). Henry VI. (3425-61). SUSE: Forse of York (1/11- 1). SFRT Udwar' IV. (14 1-). Md vard V. (1455). Piera d IIT. (1 .- '. UES jes of wor (1:5-1:15). Her 717. (14 5-1). ST37 "lenn" "TIT. (1-11-7). 81131

F. Ward "T. (11/-15).

8E/



BOSTON ATHENAEUM. HEW SYSTEM OF MARKING POOKS.

8E5 Mary I. (1553-50). 9113 Flizabe . (1 -1 0'). EB7 Stuarts (1600-1711). SEC James I. (1003-20). SEJ Charl .. (1 -1). ATS Composite the property of (1 + -1 - 0). والذراع Charles II. (1300-15). SIIC James II. (1 15-2). SHIT Willia : III. and Wary (1: 9-170'). SIII Anno (1701-14). STP House of Hanovor (1717-). George T. (1714-27). SIMI SECT Chorus II. (1797-16). Ceorge TIT. (17 0-19:). 1,1100 Cuergo IV. (1 29-10). 8E04 William TV. (1. 70-37). SEG 7 SITT "ic'o'i (1 //-). SPY Social Mistary.

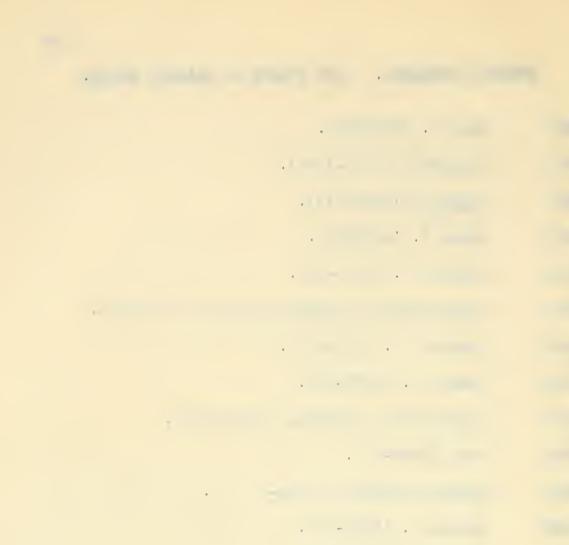
The ony o Prace (1.

Si donne i him F ive.

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BOSTON ATHENARUM. NEW SYSTEM OF MARKING POOKS.

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8F.7
          Periodicals.
8 TS
          Societies.
88'9
          Collections.
SF3
          Gaul in general and before the Romans.
SF4
          Gaul under the Romans.
8 F5
          Franks.
          1st race, Merovingians, (42-752).
STIC
8761
           "eroveus (448-7).
            Childoric (405-1).
FRA
8767
            Clovis (491-511).
PPCA-SPCZ Successors of Clovis, Kings of he Farks, of
            Sustrasia, Tustri, and Burgund.
CF7
          2d race, Carlevingins (7 2-13 ).
          Perin ('75'-1').
SF'71
LF75
            Charlemagne )/ -=1/).
           Louis le deborraire ( l'-40).
SF7A
           Charle le chauve.
SI'7F
           Successors of C:, Louis II., J.c. (177- ).
81717
            Charles 1 703 ( 1-c).
SF7P
           Raoul (023-30).
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378 ·
          3d rac (3'7-131.).
         Far C met ( = 7- 12).
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Robert II. (. -10 11.

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BOSTON ATLINA UN. HIN SYSTEM OF MARKET FOORS.

81:87 Henri I. (1051-00). SISA Philippe I. (1000-1100). SPED Louis IV. le gros (1102-37). SPSG houis VII. le jeure (1157-0). SPSJ Philippe II. Aurus c (11' -1' -). STUT Louis VIII. Coen a lion (1. Je.). STIEP Louis Iy. (12/7-70). Philipre III. le mardi (1:70- .). SPSE SFSU Philippe I'. lo oul (1,25-101). SEEX Sucrescers of Philip e I'. (151/-1.). 8F87 3d race no 7 lois (017-15). CITS Vilois. Philippe "I. (1:4-50). F91 Je g II. (10, -0). SP93 FF95 Charles 7. (13 4- 6). Challs I. (15 -14 ...). 5, 27 Charles VII. (142 - 1). ETUA Louis VI. (1-1-1). '1 C Charles VIII. (140-16). SP9F 1191 Louis WIT. (14 -1517). Proceeds I. (1-1 - 7). SPUT H.mri II. (1507-0). SF911

Prancois II. (100-0).

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1 95 The Ars of r lition (1 2-2). LOU Charles IX. (100-74). KETS Herri III. (1572- 5). Thu Lengue (15" - 3). STOY . 157, Valois and Lourbons (13:5-17.1). 5. A Bourbon. CFB Henri Iv. (15 0-1 10). 8. C Louis YTTI. (1310-45). Lo is XIV. (1645-1715). (PD Louis XV. (1715-7). [TT Logis XII. (1774-1792). STI Ancien Remi .a (1043-02). CITP Imprisonment of the line (179-2). SITTE Revolution and 1st Parublic (17-9-1-94). SFG Convention (2001. 17, 1770-100. 1, 1710). 87771 AHTHE Director ('ov. 1, 1/9 - 'ov. (, 17 -). Consulate ()cc. 24, 17' (-120'). CIHY Consulte an arrive ls ligits in latir d 571 D. ys (1:04-1). CITT forks of layoleen I. Tives of hapoleon T. FILE?

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17 19 C

BOSTON ATTERNATURE. EN SYSTEM O MARTINE O 15.

SFEX History of the 19th Century.

ITI Restauration.

Louis XVIII. (1815-24).

Charles X. (15").

CFJ Government of al , Louis Friling (1).

TR Ed Equilie (174).

The Could'Et a., Do. 18-1, and to "Presidency for ten lairs."

3FL 2d Empire (Fec. 2, 1051-70).

SFLR Life of Welcon III.

Smi 3d Rejublic (9) . 4, 1970-).

after he Truesium wor.

Giere of variable Products (Aut. 7, 1970-Nar. 1, 1971).

EFAS Con the inc Segul of Paris b. lier (" to 1 -

STM Presidency of hiers (Feb. 17, 18/1).

To Fresidate 1 "c a cr (ov. 0, 107 -10).

9140 Procioce of Crivi (Jan. 50, 1274-).

STY Social history.

ETZ. Local histor.

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BOSTON ATHERALUM. NEW SYSTEM OF MARKING TOOKS.

History of Spain (MIX).

SHXO Early history.

SHM1 Romans in Spain (1.0. 217-A.1. 414).

SHX? Visicoths in Spain (414-711).

SHY3 Moors (Condova, Granada) (711-149%).

SHX4 Aragon, Castile, Iron, Wrance.

HMS Spain: Ferlinand (1919-1).

(Treluding lives of Perdings and Istella of

Arthron (d Catil .)

Charles T. (Charles V. of Santin (cs. in)(1716-50).

STX7 Philip II. (157 -.).

SHX8 Philip III. (1505- 171).

SHY9 Philip IV. (1:21-1:5).

EIYA Charles II. (125-1700).

Bourbons.

8HXB Philip V. (1700-40).

Succession va., ka 1701.

SHXC Fordinand VI. (1740-39).

SHXD Charles III. (1756- €).

EMPC Charles IV. (177-1708).

SIMF Joseph Mapoleon (1 0 -14).

EHYC 'prin r TT. (11-1).

SEXT Isabella II. (10 - , 70).

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8HXI Amadeus (1870-7.3).

SHXJ Republic (1870-7.).

EHXI' Alponso (1875-).

SULY Soci I his or.

EUXZ Local his co, alphabetically grade cu.

EnXY Basque Provinces.

History of Portugal (EH.).

EMZ1 Rarly history, Royand.

SERR Coths.

SHZJ Moon's.

8174 Counts (1015-1101).

8F75 /lforso I.-III. (115-197).

8/72 Tioryslus - Jania (1-7.-11-3).

8H77 John I.- Al C.So Y. (134-1:01).

SF38 John II.-Wanry (1481-1500).

Suz2 Spanish rule (15'0-1040).

SHTA John I'., V. (1-10-1 11).

SF7B Joseph (17 0- "").

3H7C -121').

2F7D John WI.-record IV. (711-27).

SHAN Maria II. and Wi and (le. -5c.).

'F77 Polro V. (1853-11).

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Surgar Local his co.

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Geography i divided b countries. religion of the second countries of the second countries.

- .5 Dictionaries.
- . G Guide books.
- .7 Periodicals.
- .G rublications of reorraphical societ os.
- . Colleting of tre or cr. and or .

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LOSTON ATTIMATO. THE SESTE O MATERIAL FOREIGN.

Literature (' and 1).

Literature is divided by countries: - Under e country

. Societins.

To the marks for literature which can be pure the use of the lists on H. 15, 15, 14, 16, 17 the allow may be added:-

The Titerate of Scotl na.

VIS Liberature in Lowland Scotch.

VIT. maclic lite acare.

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VD C Har livrature.

"Try Welsh

VDWZ ('ornis'

Max Ereto

VDY Anglo-Guxul. "

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BOSTON ATHENARUM. HEW SYSTEM OF MARKING FOOKS.

.9 Collections of three or more authors!

Then than follow the orks of individual writers (arranged alphabetically by authors' names), including the collected works of single authors, and all the writings that do not fall under some one of the following special heads:-

- 2 Periodicals.
- 3 Essays, Lectures, and the like.
- 4 Ana, "Thoughts, " etc.

- .91 Early literature to Elizabeth.
- .92 Elizabethan.
- .93 Stuarts.
- .94 Anne and the Georges.
- .95 Victoria.
- .96 The future.
- .97
- .98
- .99 Local.
- .9 General collections.

These special heads, of course, come in due order after general works, e.g., VE, VE2, VE2, Indiso on.

How .9 is divided may be shown best by taking England as an example:-

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BOSTON ATHENAEUM. NEW SYSTEM OF MARKING BOOKS.

- 5 Letters (literary and miscellaneous').
- 0 Orations.
- 7 Proverbs, Maxims, etc.
- A Wit and humor.
- B Prose satire.
- C Parodies.
- D Drama.
- E Dialogues.
- F Fiction.
- G English translations of foreign fiction.
- H Fables.
- I Imaginary voyages, visions, altegories.
- K Fairy tales.
- L Legends, Sagas, Mcdieval pros. romances.
- M Popular literature in general.
- W Ballads, songs.
- O Poetical romances of the Middle Ages.
- P Poetry.
- Q Dialects.

Thus, VE is English literature; VED English drama; VEN English ballads; VEP English Poetry; VEO works in dialects of

Letters on any subject (as "Letters on chemistr") ro with the subject.

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BOSTON ATHENAEUM. NEW SYSTEM OF MARKING BOOKS.

the English language; VF French literature; VFD French drama, and so on.

Book arts (X).

pivided into Book production, Book distribution, Book storage, and Book description. The first three are arranged in the order in which they follow one another in the history of a book.

X Book arts in general.

Book production.

X1 Authorship, including rhitoric and indexing.

Writing, including short-hand and materials

for writing.

X3 Palcography.

X4, X5 Catalogues of manuscripts arranged by languages

X6 Illumination and other book ornaments.

printing (for literary purposes, excluding, therefore, photographic, telegraphic, and dry-goods printing): the art.

x8, x9 Printing: the history, arranged by countries.

XA Incunabula: catalogues and histor.

XB Incunabula: the books 10 selves.

XC Binding and book-preservation.

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BOSTON ATHENAEUM. NEW SYSTEM OF MARKING BOOKS.

Book distribution.

XD Publishing, bookselling.

XE, XF Catalogues of publishers, booksellers, and auctioneers (arranged by countries).

Book-buying and book storage.

XG Book-buying, book-collecting, bibliomania.

XH, XI Private libraries: history and catalogues

(including catalogues of those sold, and
catalogues of private collections which
have been incorporated in public libraries,
but are catalogued by themselves).

XJ Public libraries: general works and administration.

XK, XL Management, reports, and history of particular public libraries, arranged geographically.

XM, XII Catalogues, arranged geographically.

Book description.

XP Bibliography in general.

Remarkable books (condemned, imaginary, lost, privately printed, rare, vellon printed, etc.).

XR, XS Amonymous and pseudonymous books, arranged by

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BOSTON ATHENALUM. NEW SYSTEM OF MARKING BOOKS.

XT, XU Bibliography, arranged by countries.

XV, XW Literary history, arranged by countries.

XX Subject bibliography, arranged in the order of subjects.

XY, XZ Selection of reading, arranged by countries.

National bibliography (XT and XU).

Arranged exactly like the following class, mutatis mutandis.

Literary history (XV and XW).

Literary history is divided by countries. Under each country there may be 'he sections:-

- .5 Dictionaries.
- .7 Poriodicals.
- .8 Societies.
- .9 Collections of three or more authors.

The general history follows; then comes, as subdivision

1. history of, and criticism upon, single authors, as---

XVEL. "G a criticism or "lton;

next, the history of special forms of the literature, corresponding to the list of the forms given on pp. 47, 41, as---

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BOSTON ATHENAEUM. NEW SYSTEM OF MARKING BOOKS.

(VEP being English poetry)

XVEP his ory of English poetry;

next, the history of special periods, in he following order (for England) --

XVER To Elizabeth.

XVIS Elizabeth.

XVET Stuarts.

XVEU Anne and the Georges.

XVEV Victoria.

XVEW The future.

Next, the history of <u>classes</u> of writers (subdivision X), and, finally, the literary history of particular places (subdivision Z), as---

XVEZ'13 Literar histor of Manches'er.

CAUTIONS.

Lest any one should be misled by observing that the initials of some class names have been selected as the marks for those classes into thinking that the whole notation has

In the main classes: C Commerce, M Medicine, S Sports, T Theatre and Music, W Western literature; and in the reographical list: E Enghand, F France, G Germany, H Holland, I Italy; also (C being Scandinavia), CS Sweden, and (P being Great Pritain), DS Scotland, DW Wales, and (R being Southern Europe), RS Mediterrarean Sea. These are enough to alford considerable help to the memory, the more especially as E, F, G, and I, stand for the countries having the fullest literature.

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BOSTON ATHENAEUM. NEW SYSTEM OF MARKING BOOKS.

been made mmemonic in this way, it is necessary to say that
this can be done only to a limited extent, because (1) there
are not enough letters for all the classes, and figures have
to be used in nine cases; (3) several class names begin with
the same initial (unless one adopts unusual names); and (3,
and most important), the classes are intended to succeed one
another according to some natural relationship; if they are
all marked by the initials of their names this order would
be greatly distorted to conform to the entirely different
order of the alphabet. No attempt, therefore, has been made
to construct a notation by initials, and what has been done in
this direction must be considered an accessory and somewhat
accidental adventage of the scheme, and not its main character
istic.

Readers must also remember that ther will by no means find all that the library contains about a subject on the shelves assigned to that particular subject, because:

as the reign of a king in the histories of his kingle. In description of a city in a bout of rivers through a whole country in which it is situated, an account of a plant in general works of Botany or on la small history. In this case

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BOSTON ATHENAEUN. NEW SYSTEMO MANCH G FORKS.

as such general works belong to the same class or even the same division, the information required would be found in the immediate neighborhood.

- 2. One may have to go farther to consult encyclopaedias and other books of reference.
- 3. A treatise on the topic in question may form part of an author's collected works, or be one of a volume of essays published by him, and, therefore, be put in the class Literature.
- 4. An important book may be bound with one or some other subject, and, therefore, necessarily be placed in some other part of the library, or it may be bound in a collection of miscellaneous pamplalets, with the same result.

often treat of more than one subject, and as books treating of different subjects are sometimes bound togother, but can be put in only one place, and, moreover, as different persons will not always agree what is the best place for certain doubtful books, and as, finally, there may be a difference of opinion. or a lapse of memory in regard to the name of the author. to say nothing of the difficulties of unphyrous and pseudorymous books, the must senctimes hap on that the inquirer till nothind a book where he thinks it ought to be. The catalogue, therefore, will be the only sure guide to the place of the books,

BOSTOF ATHEMAEU 1. HIN SYSTEM OF MARKE G BOOKS.

sure, that is, in all cases.

No one is obliged to remember any of these marks, or to understand what they mean; no one, not even an attendant, is expected to remember them all. The mark of a book can always be ascertained from the catalogue; he place of its class in the building is given in the local list; the particular part of the alcove is indicated by the shelf-quides. To find the book, herefore, it is only necessary (1) to consult the catalogue and the local list; (2) to know the succession of figures and the order of the alphabet; and (3) to remember that in the combination of letters and figures used here, the figures always come before the letters (92 before Al, BS before EE, 59 before 5A).

Advantage has been taken of this property under several classes to separate from the other tooks certain groups of books written in a particular form (as Dictionaries, Guidebooks, Periodicals, Tublications of societies, and Collections) by placing a fiture immediately after the size-mark, using a different figure for each proof:

5 Dictionaries.

8 Society publications.

⁵ Dictionaries. 8 Society publ 8 Handbooks, Compends, Guide-books. 9 Collections.

⁷ Periodicals.

All books in which a figure comes im distely after the size-mark, must, of course, precede those in thich a letter follows the size-mark, e.c.:-

VE 'SP Percy Society's publications.

VE'8Y Youn's Old English prose writers (a collection).

VE'AD Addison's works.

VE'Bl Bacor's works.

VE'DS Dryden's works.

H8'5W Watt's Dictionary of Chemistry.

HS'70 Chemical news (a weekly).

H8 804 Chemical Society's publications.

H8'G5 Gmelin's Chemistry.

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BOSTON ATIMMADUM. NIW SYSTEM OF MARKING BOOKS.

For example: Martin's Histoire de France is found from the catalogue to be marked SP-M30. From the local index it appears that SF is at present in Room 34, Alcove I. The dash after SF warns us to look for a green guide, which is easily found, bearing the inscription, "Here begins section SF Mistory of France." Running the eye along the backs of the neighboring volumes one sees the author-marks ADI, 864, 635, 688, D24, and so on till M36 is reached. After a little practice one would not take the trouble to look through the section in this way, but would look at once at he middle of the section, knowing that M must be near the middle of any series of alphabetically arranged backs.

If we had wanted Voltaire's Louis XIV., we should have found it marked SFD VCE. The local list shows the class to be in the same alcove; its red guide (which we look for on account of the ') appears some distance be ond the class SF; and VSS is, of course, near the end of the section SFD.

Those who habitually use any class fill soon get familiar with its mark and is nain divisions, as the used to do vith the alcove number, and more readily than they learned the old meaningless alcove and shelf numbers, both because of the use of initials and because of the symmetry in different parts of the classification, which is produced by the use of the

BOSTON ATHENAEUM. NEW SYSTEM OF MARKING BOOKS.

geographical list. In those parts of the library which people do not use enough to become familiar with, they may still find their way about, as before, by asking the attendants.

It also frequently occurs that a large part of one chass deserves almost equally well to be put in another. Biography, for instance, is largely illustrated by works which must be put in Literature under the division Let ers. On to other hand, the latter section needs to be supplemented by the class Biography, because many letters are printed with biographies, as "Life and letters," "Memoirs and correspondence," and the like, so that neither class is complete in itself. And yet there must be the separate division Letters, because epistles are by no means exclusively biographical. Again, the History and the Politics of a country are very much illustrated by its cratory; yet it rould not do to put all speeches under History. It will be seen, therefore, that he Classification must limit its purpose to the satisfaction of obvious questions; for what might be called investigations of the

^{&#}x27;For instance it would not be easy to commit the list of countries o memory; but when in subject after subject a mar finds books about England succeeded by books about France, and those by books about Germany, the Letherlands, Spain, Portural and Italy, always in the same order, he will in time come to regard that as the only possible sequence, and find his book among them without thinking.

'..., E. L. ..., '..., '..., '..., '..., '..., '..., '..., '..., '..., '..., '..., '..., '..., '..., '..., '...

POSTON ATHENABLY. MET SYSTEM OF LARKING POOKS.

second order, some thought and ingenuity is needed on the pirt of the inquirer, and assistance must often be obtained from the catalogue. I propose, then the tork is farther advanced, to prepare an index of subjects with notes giving hints sillar to the remains however the letters and Orations.

Finally, it should be und. "stood, that the purpose of the a 're water' on a large ly a fir not to mable on to find a particular book. by to maile his to fine the books on a particular subject or of a particular literar. for. . It does, indeed, answer the form r purpose to a li ited extent. Thus, it is easy to find i am i stant, it bout recourse to the Cataloge, "or sor's poes, or Shakespeare's plays, or Thackeray's novels, or hac's England, or Alassiz's Zoology, Gray's Botany, Muxley's Riolo y, Tyndall or Light, Young on the Sun. But his is not to main object. Therefore, the sortin, out of looks in classes is determined in con ral less by their ill har of the cortents. Thus, Chaucer's "Works," which are ential postical, are put in English roetry; "Middleton's " Torks, " which are entirely dramatic, are put in En lisa droma; and Wilton "Works," which cont in both marks prose a postry, or put in the more couprainsive class. En line in the first transfer of the class. En line is the class. The class of the class in Scinc, pesin Tosali. Wholes' " forks" in A ...

BOSTON ATTENATURE. HAW SYSTEM OF MARKING LOOKS.

ORIGINS.

The clasification and notation which have been described are a patchwork of devices taken from many different sources, together with a ditions and improvements.

The plan of trained sobjects, instituted by shelves,—
the Wrelative or "movible" location,—has been in use in
various libraries for a long ine. [r he West it is almost
universal; in the E st it is all ly extending.

The use of mixture of figures and letters in numeration, allowing 3 classed to be numbered with one character each, 10 and 1225 %it two characters, instead of the kem classes with one, and 100 classe with two, which is all that figures used be themselves possible, is the estion of Truelvil Dui's.

(See Library journal, 4: 10-7.)

Alphabetical arrangement of a shole library is one alphabet, and alphabetical arrangement of his wo special subjects, Fiction and Morraghy, have long seen in practice; by ". J. Schwartz, of he Apprentices' Library of tew York, was the first, so far as I know, to arrange alphabetically all of the see ions of a minutal subdivided librar. He certainly was the first to minutal this order of the see of a tille in the the names were represented by numbers. (See Library

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BOSTO, ATHRIAEU. . ILW SYS'IL OF LARITY CHOIC.

Journal, 3: Red 6-10.) His able, however, was made on an entirely different principl from mine, the integral numbers from 1 to 90 being assigned to co bina ions of letters from Ama to Zyz. The idea of using a table of decimal fractions, so as to be able to make intercaletions an infirit, is my own. Prefitted to these fractions the initial of he allor is an idea borrow. From the J. Edmands, of the Marcantile Library of Philadelphia, who has made or an lor table on a principle differing from both the Schwarz's and mine, but, the tree Schwarz's, not designed for integralation.

As to "pare Hell libraries" the name only is no. The plan is morely an extension and perfect on of the practice Lich has always octained at this library, and doubtless at many others, of keeping the reference books thick and in the Routing Room and the perphlets in the Parphlet Room in the xx sime general order as the classes in the library. The correspondence not proposed is simply more minute and exact.

The method of notine to sizes, of distinguishing his form-classes (Dictionaries, Periodicals, etc.), and of notine that title, the recommissal list with its correspondences, many of the details of the classification, and of course its abole arrangement, and order 1 vitlend popular to the present scheme.





